

MINUTES

GOVERNING BOARD
PLANT INDUSTRY STATION
EMPLOYEES ASSOCIATION

1955-1965

MINUTES OF THE GOVERNING BOARD

PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

1955 - 1965

MINUTES OF THE MEETING OF THE GOVERNING BOARD OF
THE PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

Mrs. Higgs - Bureau Conference Room, January 11, 1955
10:00 a.m.

Present:

President - L. W. Modlin

Vice-President - W. D. McClellan

Secretary - Margaret C. Holmes

Treasurer: June Pickett

Editor: Mary Higgs

Councilors:

Don Moyer

Charles Lyons

T. T. Ayers

President of ARCEA - Dr. E.C. McCracken

The meeting was called to order by President L. W. Modlin. Dr. Earl C. McCracken, President of ARCEA was present and was introduced by Mr. Modlin.

The minutes of the last meeting were read and approved.

The Constitution and By-Laws were reviewed briefly and it was generally decided that they should be amended as certain parts are now out of date.

The Treasurer's report was read and approved.

The situation regarding the unsafe stairway in the West Building was brought up and a letter was read which was written to Mr. C. S. Kelleher of the Office of Operations by G. W. Beers, Supervisory Safety Inspector regarding this. The letter is made a part of these minutes. Dr. McClellan advised that he had noticed that the necessary repairs had been made already.

The Board was notified that Mrs. Maltby had agreed to continue to serve as Chairman of the Merchandising Committee and that Dr. Max Fried had agreed to serve as Chairman of the Food Committee, a subcommittee of the Merchandising Committee.

In connection with the sale of merchandise on the Station, Dr. McCracken advised that the ARCEA had been advised by the Bureau of the Budget that they were to discontinue the sale of all merchandise except food and tobacco. Mr. Modlin advised that to date our Association had not received any such instructions and for the present would continue with the sale of merchandise as in the past.

Mr. Modlin asked for reports from any of the other members on their work. Mary Higgs reviewed briefly the editing job of the Bulletin. She asked if it would be possible to get help each month in assembling and stapling the Bulletin. Mr. Modlin suggested that she get in touch with the different contact people and ask them to send her some help each month. Mrs. Higgs advised that it generally takes three days to prepare the paper, including typing, assembling and distribution. It was agreed that she should continue as in the past having the different branches multi-lith the Bulletin.

MINUTES OF THE MEETING OF THE GOVERNING BOARD OF
THE PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

Bureau Conference Room, January 11, 1955
10:00 a.m.

Present:

President - I. W. Modlin
Vice-President - W. D. McGlellan
Secretary - Margaret C. Holmes
Treasurer - Jane Pickett
Editor - Mary Higgs

Councillors:
Don Meyer
Charles Lyons
T. T. Ayers

President of ARCEA - Dr. E. C. McGrover

The meeting was called to order by President I. W. Modlin. Dr. Earl C. McGrover, President of ARCEA was present and was introduced by Mr. Modlin.

The minutes of the last meeting were read and approved.

The Constitution and By-Laws were reviewed briefly and it was generally decided that they should be amended as certain parts are now out of date.

The Treasurer's report was read and approved.

The situation regarding the unsafe stairway in the West Building was brought up and a letter was read which was written to Mr. G. S. Kelleher of the Office of Operations by G. W. Beers, Supervisory Safety Inspector regarding this. The letter is made a part of these minutes. Dr. McGlellan advised that he had noticed that the necessary repairs had been made already.

The Board was notified that Mrs. Matthy had agreed to continue to serve as Chairman of the Merchandising Committee and that Dr. Max Fried had agreed to serve as Chairman of the Food Committee, a sub-committee of the Merchandising Committee.

In connection with the sale of merchandise on the Station, Dr. McGrover advised that the ARCEA had been advised by the Bureau of the Budget that they were to discontinue the sale of all merchandise except food and tobacco. Mr. Modlin advised that to date our Association had not received any such instructions and for the present would continue with the sale of merchandise as in the past.

Mr. Modlin asked for reports from any of the other members on their work. Mary Higgs reviewed briefly the editing job of the Bulletin. She asked if it would be possible to get help each month in assembling and stapling the Bulletin. Mr. Modlin suggested that she get in touch with the different contact people and ask them to send her some help each month. Mrs. Higgs advised that it generally takes three days to prepare the paper, including typing, assembling and distribution. It was agreed that she should continue as in the past having the different branches multiply the Bulletin.

-2-
MINUTES OF THE MEETING OF GOVERNING BOARD OF
THE PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

Mrs. Higgs asked if the Treasurer could make out a check to her personally in order for her to buy duplimats at a discount. The Treasurer advised her this could be done.

The Board selected the following members as chairmen of the various committees of the Association for 1955:

President - L. W. Modlin	Councillors:
Goodwill and membership	Jean Gates
Discount committee	W. D. McClellan
Athletic Committee	Bob Leffel
Entertainment Committee	Patsy Lowther
Assistant Editor - George Shell	Shirley Lewis
	Mr. Dieffenbach
Cafeteria Committee	Charles Lyons
Transportation and housing	Mary Schied
Building Committee	Dr. McKay

Dr. McClellan will also act as representative of the PISAE on the Activities Committee of the Welfare and Recreation Association of the Department.

The President requested that a letter be sent to each Section Head asking him to appoint a contact person for the year.

Dr. McCracken advised that the Employees Association in town were trying to raise the dues to \$1.00 a year and he requested assistance from our Association in fighting this raise.

The meeting adjourned at 11:20 a.m.

Respectfully submitted

Margaret C. Holmes

Secretary

Goodwill and Membership Committee - Jean Gates
Athletic Committee - Bob Leffel
Cafeteria Committee - Charles Lyons
Transportation and Housing - Mary Schied
Buildings Committee - Dr. McKay

Mr. Modlin advised that he had received a letter through Mr. Logan's office containing instructions which had originated in the Bureau of the Budget that we were to discontinue the sale or distribution of orders for food or other merchandise.

Dr. McClellan advised that a committee from the Research Center had contacted him stating that they were making arrangements to purchase motor oil at a discount through a local dealer at Beltsville and asked whether our Association would be interested. No commitments were made.

Mrs. Higgs asked if the Treasurer could make out a check to her personally in order for her to pay duplicate at a discount. The Treasurer advised her this could be done.

The Board selected the following members as chairmen of the various committees of the Association for 1955:

Goodwill and membership	Jean Gates
Discount committee	W. D. McCallan
Athletic Committee	Bob Jellie
Entertainment Committee	Patsy Lowther
	Shirley Lewis
	Mr. Delfondsch
Calendars Committee	Charles Lyons
Transportation and housing	Mary Schied
Building Committee	Dr. McKay

Dr. McCallan will also act as representative of the PISAE on the Activities Committee of the Welfare and Recreation Association of the Department.

The President requested that a letter be sent to each Section Head asking him to appoint a contact person for the year.

Dr. McCracken advised that the Employees Association in town were trying to raise the dues to \$1.00 a year and he requested assistance from our Association in fighting this raise.

The meeting adjourned at 11:30 a.m.

Respectfully submitted

Marjorie C. Thomas
Secretary

MINUTES OF THE MEETING OF GOVERNING BOARD OF
THE PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

Bureau Conference Room - March 23, 1955
10:00 a.m.

Present:

President - L. W. Modlin	Councillors:
Vice-President - W. D. McClellan	Charles Lyons
Secretary - Margaret C. Holmes	Victor Kilmer
Treasurer - June Pickett	T. T. Ayers
Editor - Mary Higgs	Marguerite Wilcox
Assistant Editor - George Snell	Earl C. McCracken - President, ARCEA

The meeting was called to order by the President. Minutes of the last meeting were read by Secretary and approved.

Treasurer's report was read and approved.

Secretary read a letter from the President of ARCEA in which were listed the following officers of that Association for 1955:

President - Earl C. McCracken
Vice-President and Assistant Treasurer - Pierce Damewood
Secretary - Angela McKenzie
Assistant Secretary - Doris Baker
Treasurer - Mildred Latlief
Editor - George Mowry

The Secretary further reported that the following individuals had been contacted and had accepted as chairmen of the committees listed:

Goodwill and Membership Committee - Jean Gates
Athletic Committee - Bob Leffel
Cafeteria Committee - Charles Lyons
Transportation and Housing - Mary Schied
Buildings Committee - Dr. McKay

Mr. Modlin advised that he had received a letter through Mr. Logan's office containing instructions which had originated in the Bureau of the Budget that we were to discontinue the sale or distribution of orders for food or other merchandise.

Dr. McClellan advised that a committee from the Research Center had contacted him stating that they were making arrangements to purchase motor oil at a discount through a local dealer at Beltsville and asked whether our Association would be interested. No commitments were made.

It was his feeling that this might bring additional revenue to our Cafeteria and would certainly be a convenience to employees seeking such service. He submitted an estimate of \$45.00 for the installation of the window.

MINUTES OF THE MEETING OF THE GOVERNING BOARD OF
THE PLANT INDUSTRY STATION EMPLOYERS ASSOCIATION

Bureau Conference Room - March 23, 1955

10:00 a.m.

Present:

President - J. W. Modlin
Vice-President - W. D. McGlellan
Secretary - Margaret C. Holmes
Treasurer - June Plakett
Editor - Mary Higgs
Assistant Editor - George Snell

Councillors:
Charles Lyons
Victor Kilmer
T. T. Ayers
Marguerite Wilcox
Earl C. McCracken - President, ARCEA

The meeting was called to order by the President. Minutes of the last meeting were read by Secretary and approved.

Treasurer's report was read and approved.

Secretary read a letter from the President of ARCEA in which were listed the following officers of that Association for 1955:

President - Earl C. McCracken
Vice-President and Assistant Treasurer - Pierce Darnwood
Secretary - Angela McKenna
Assistant Secretary - Doris Baker
Treasurer - Mildred Latief
Editor - George Noway

The Secretary further reported that the following individuals had been contacted and had accepted as chairmen of the committees listed:

Goodwill and Membership Committee - Jean Gates
Athletic Committee - Bob Lellie
Cafeteria Committee - Charles Lyons
Transportation and Housing - Mary Schied
Buildings Committee - Dr. McKay

Mr. Modlin advised that he had received a letter through Mr. Logan's office containing instructions which had originated in the Bureau of the Budget that we were to discontinue the sale or distribution of orders for food or other merchandise.

Dr. McGlellan advised that a committee from the Research Center had contacted him stating that they were making arrangements to purchase motor oil at a discount through a local dealer at Bellingham and asked whether our Association would be interested. No comments were made.

The Board was advised that money was available in the Treasury for the purchase of a chairman for the Entertainment Committee was brought up. Mr. Kilmer offered the following suggestion - that the appointment of a Chairman for the Entertainment Committee be left up to the Chief's of the respective research branches here on the station, rotating each year to a different branch. After discussion, this was considered a good idea and the motion was made, seconded and carried that Mr. Modlin ask Dr. Weiss, Chief of Field Crops Research Branch to appoint someone in that Branch to serve as Chairman of the Entertainment Committee for 1955. Field Crops was selected this year because in 1953 and 1954 the Chairman was an employee of Horticultural Crops Research Branch and in 1952 from the Soil and Water Conservation Research Branch.

Dr. McCracken brought up the subject of a Hobby Show and he advised that their association has not decided whether they will sponsor a Hobby Show this year and inquired if Plant Industry expected to have one. He said it was the feeling of the ARCEA that the Hobby Show should be alternated - one year at the Research Center and the next year at Plant Industry Station.

Mr. Modlin brought up the question of the disposal of the freezer which the Association owns and for which it no longer has need. He advised that he had received a telephone call from Mrs. Reiss at the Cafeteria asking that the Cafeteria be given first choice of buying the freezer if it should be sold. Dr. McCracken advised that he could sell it immediately to a person not employed by either the Research Center or Plant Industry Station. After discussion a motion was made, seconded and carried that Dr. McClellan be authorized to negotiate the sale of the freezer - first to the Cafeteria if a fair price could be obtained - next to any member of our Association and if no sale should come from either, then to an outsider.

Dr. McClelland who is the representative of the Plant Industry Station on the Board of Directors of the USDA Welfare and Recreation Association, which Board has charge of the cafeterias, made the following suggestions with regard to our cafeteria here at Plant Industry Station.

First, he suggested that flood lights be installed outside the cafeteria in order to afford some lighting and as a safety feature for those using the cafeteria at night for dinners, square dances, etc. An estimate for this was \$30.00.

Secondly he suggested that in order to take care of the many "blue-collar" workers on the Station a rear-window be installed in the Cafeteria where "carry-outs" could be sold. It was his feeling that this might bring additional revenue to our Cafeteria and would certainly be a convenience to employees seeking such service. He submitted an estimate of \$65.00 for the installation of the window.

Question of a chairman for the Entertainment Committee was brought up. Mr. Kliner offered the following suggestion - that the appointment of a Chairman for the Entertainment Committee be left up to the Chief's of the respective research branches here on the station, rotating each year to a different branch. After discussion, this was considered a good idea and the motion was made, seconded and carried that Mr. Modlin ask Dr. Weiss, Chief of Field Crops Research Branch to appoint someone in that Branch to serve as Chairman of the Entertainment Committee for 1952. Field Crops was selected this year because in 1953 and 1954 the Chairman was an employee of Horticultural Crops Research Branch and in 1955 from the Soil and Water Conservation Research Branch.

Dr. McGucken brought up the subject of a Hobby Show and he advised that their association has not decided whether they will sponsor a Hobby Show this year and inquired if Plant Industry expected to have one. He said it was the feeling of the ARCEA that the Hobby Show should be alternated - one year at the Research Center and the next year at Plant Industry Station.

Mr. Modlin brought up the question of the disposal of the freezer which the Association owns and for which it no longer has need. He advised that he had received a telephone call from Mrs. Ratas at the Cafeteria asking that the Cafeteria be given first choice of buying the freezer if it should be sold. Dr. McGucken advised that he could sell it immediately to a person not employed by either the Research Center or Plant Industry Station. After discussion a motion was made, seconded and carried that Dr. McGellan be authorized to negotiate the sale of the freezer - first to the Cafeteria at a fair price could be obtained - next to any member of our Association and if no sale should come from either, then to an outsider.

Dr. McGellan who is the representative of the Plant Industry Station on the Board of Directors of the USDA Welfare and Recreation Association, which Board has charge of the cafeterias, made the following suggestions with regard to our cafeteria here at Plant Industry Station.

First, he suggested that flood lights be installed outside the cafeteria in order to afford some lighting and as a safety feature for those using the cafeteria at night for dinners, square dances, etc. An estimate for this was \$30.00.

Secondly he suggested that in order to take care of the many "pipe-dream" workers on the Station a rear-window be installed in the Cafeteria where "carry-outs" could be sold. It was his feeling that this might bring additional revenue to our Cafeteria and would certainly be a convenience to employees seeking such service. He submitted an estimate of \$65.00 for the installation of the window.

The Board was advised that money was available in the Treasury to defray the expenses in connection with the above suggestions. Dr. McClellan had discussed this with Dr. Cullinan who felt that the Branch Chiefs would recommend that Mr. Logan's office do the work with station funds. A motion was made, seconded and carried that a memorandum be prepared to the Branch Chiefs signed by Dr. McClellan as the representative of the Plant Industry Station on the Board of Directors for the U.S.D.A. Welfare and Recreation Association and Charles Lyons as Chairman of the Cafeteria Committee stating the above suggestions offering to defray expenses for same if the Station wanted to accept the funds for it.

Dr. McCracken advised that ARCEA had received many complaints on the condition of the roads toward Franklin Avenue and asked whether our Association had received any. Mr. Lyons voiced a complaint stating that the roads were in very bad condition. It was suggested that a letter be prepared by Mr. Lyons registering a complaint on the condition of the roads. Mr. Lyons agreed to do this. Dr. McCracken said his Association was planning also to write a similar letter.

Meeting adjourned at 11:20 a.m.

Respectfully submitted,

Margaret C. Holmes
Secretary

The Board was advised that money was available in the Treasury to defray the expenses in connection with the above suggestions. Dr. McClellan had discussed this with Dr. Gellman who felt that the Branch Chiefs would recommend that Mr. Lyon's office do the work with station funds. A motion was made, seconded and carried that a memorandum be prepared to the Branch Chiefs signed by Dr. McClellan as the representative of the Plant Industry Station on the Board of Directors for the U.S.D.A. Welfare and Recreation Association and Charles Lyons as Chairman of the Cafeteria Committee stating the above suggestions offering to defray expenses for same if the Station wanted to accept the funds for it.

Dr. McCracken advised that ARGEA had received many complaints on the condition of the roads toward Franklin Avenue and asked whether our Association had received any. Mr. Lyons voiced a complaint stating that the roads were in very bad condition. It was suggested that a letter be prepared by Mr. Lyons registering a complaint on the condition of the roads. Mr. Lyons agreed to do this. Dr. McCracken said his Association was planning also to write a similar letter.

Meeting adjourned at 11:30 a.m.

Respectfully submitted,

Marjorie C. Johnson
Secretary

MINUTES OF THE MEETING OF GOVERNING BOARD OF
THE PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

Bureau Conference Room - May 25, 1955
10:00 a.m.

Present:

Vice-President - W. D. McClellan
Secretary - Margaret C. Holmes
Treasurer - June Pickett
Editor - Mary Higgs
Assistant Editor - George Snell

Councilors:
Victor Kilmer
T. T. Ayers
Marguerite Wilcox
Earl C. McCracken - President,
ARCEA

The meeting was called to order by the Vice-President in the absence of the President. Minutes of the last meeting were read by the Secretary and approved.

Treasurer's report was read and approved.

A motion was made, seconded and carried that the working fund of the Food and Entertainment Committee be returned to the Treasury.

Dr. McClellan reported as follows:

That the flood lights and rear window at the cafeteria have been installed at the expense of the station and both are now in operation.

That the freezer has been sold to Mr. Jean B. Zeitman for \$341.41. Bids were invited for the sale of the freezer and copies of the four bids received are made a part of the minutes.

That he had been requested by Dr. Boswell to have a coke machine installed in Range 1 and that same had been complied with.

That he had been placed on the Cafeteria Committee of the USDA Welfare and Recreation Association in charge of the overall operations of all cafeterias including Plant Industry Station Cafeteria.

That memoranda had been sent to supervisors here at Plant Industry Station by the USDA Welfare and Recreation Association Loan Committee advising them that in cases of emergency, employees could obtain emergency loans.

Dr. McCracken reported as follows:

That the Hobby Show had been tabled until fall.

That the ARCEA had been approached regarding their reaction to having an Honor Awards Day for employees of the Research Center and Plant Industry Station, alternating between the two places each year. ARCEA contacted over 600 employees and the majority seemed in favor of it.

That the square dances at the Research Center will continue throughout the summer.

MINUTES OF THE MEETING OF GOVERNING BOARD OF
THE PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

Bureau Conference Room - May 25, 1955
10:00 a.m.

Present:

Vice-President - W. D. McCallan
Secretary - Margaret C. Holmes
Treasurer - June Pickett
Editor - Mary Higgs
Assistant Editor - George Snell

Consultants:
Victor Kinner
T. T. Ayers
Marguerite Wilcox
Earl C. McGucken - President
ARCEA

The meeting was called to order by the Vice-President in the absence of the President. Minutes of the last meeting were read by the Secretary and approved.

Treasurer's report was read and approved.

A motion was made, seconded and carried that the working fund of the Food and Entertainment Committee be returned to the Treasury.

Dr. McCallan reported as follows:

That the flood lights and rear window at the cafeteria have been installed at the expense of the station and both are now in operation.

That the freezer has been sold to Mr. Jean B. Zeitman for \$311.11. Bids were invited for the sale of the freezer and copies of the four bids received are made a part of the minutes.

That he had been requested by Dr. Boswell to have a coke machine installed in Range 1 and that same had been complied with.

That he had been placed on the Cafeteria Committee of the USDA Welfare and Recreation Association in charge of the overall operations of all cafeterias including Plant Industry Station Cafeteria.

That memoranda had been sent to supervisors here at Plant Industry Station by the USDA Welfare and Recreation Association Loan Committee advising them that in cases of emergency, employees could obtain emergency loans.

Dr. McGucken reported as follows:

That the Hobby Show had been tabled until fall.

That the ARCEA had been approached regarding their reaction to having an Honor Awards Day for employees of the Research Center and Plant Industry Station, alternating between the two places each year. ARCEA contacted over 600 employees and the majority seemed in favor of it.

That the square dances at the Research Center will continue throughout the summer.

Dr. McCracken asked for information as to what had been done regarding the repair of the roads toward Franklin Avenue. He was advised that letters had been prepared by the President of the PISAE to the Commissioners of Prince Georges County and Montgomery County requesting that the roads be repaired. He was advised that copies of same were being sent to him. He advised that his Association would prepare similar letters.

Dr. McCracken made the suggestion that in the future the fees for entering the golf tournament be paid by the Welfare and Recreation Association of the USDA as they have a fund for such things.

Marguerite Wilcox reported that she had been requested some time ago to purchase an additional set of candlestick holders to match the ones which the Association now has. She has purchased the candlestick holders and she presented a voucher in the amount of \$6.12. It was suggested that punch cups be purchased to go with the punch bowls and other pieces of glassware, and Miss Wilcox was asked to take care of the purchase of these cups.

The Association was requested to contribute money for trophies for the two bowling leagues - the ARC Men's League and the Agricultural Mixed League, both of which are jointly sponsored by ARCEA and PISAE. A motion was made, seconded and carried that an amount not to exceed \$30.00 be furnished for the purchase of trophies for the two leagues. Dr. McCracken advised that his Association would contribute the same amount.

Mary Higgs advised that it was possible that she might transfer ~~her~~ into the Department in Washington and that the editorship would be taken over by Mr. Snell. She asked for suggestions as to who would be in a position to assist Mr. Snell in getting out the Bulletin. The names of Gabriel Edwin, Jim Koch and John Schubert were suggested. Mr. Snell offered to contact these people.

The meeting adjourned at 11:00 a.m.

Respectfully submitted

Margaret C. Holmes
Secretary

Dr. McCracken asked for information as to what had been done regarding the repair of the roads toward Franklin Avenue. He was advised that letters had been prepared by the President of the PISAE to the Commissioners of Prince Georges County and Montgomery County requesting that the roads be repaired. He was advised that copies of same were being sent to him. He advised that his Association would prepare similar letters.

Dr. McCracken made the suggestion that in the future the fees for entering the golf tournament be paid by the Welfare and Recreation Association of the USDA as they have a fund for such things.

Marguerite Wilcox reported that she had been requested some time ago to purchase an additional set of candlestick holders to match the ones which the Association now has. She has purchased the candlestick holders and she presented a voucher in the amount of \$6.12. It was suggested that punch cups be purchased to go with the punch bowls and other pieces of glassware, and Miss Wilcox was asked to take care of the purchase of these cups.

The Association was requested to contribute money for trophies for the two bowling leagues - the ARC Men's League and the Agricultural Mixed League, both of which are jointly sponsored by ARCEA and PISAE. A motion was made, seconded and carried that an amount not to exceed \$30.00 be furnished for the purchase of trophies for the two leagues. Dr. McCracken advised that his Association would contribute the same amount.

Mary Higgs advised that it was possible that she might transfer her name into the Department in Washington and that the editorship would be taken over by Mr. Shell. She asked for suggestions as to who would be in a position to assist Mr. Shell in getting out the Bulletin. The names of Gabriel Edwin, Jim Koch and John Schubert were suggested. Mr. Shell offered to contact these people.

The meeting adjourned at 11:00 a.m.

Respectfully submitted

Margaret C. H. Higgs
Secretary

Minutes of the meeting of the Governing Board
of the Plant Industry Station Employees Association, Bureau
Conference Room, August 10, 1955

Mr. Modlin agreed to prepare a 10:00 a.m. regarding the other matters.

There being no further business, meeting adjourned 11:00 a.m.

Present:

President: Larry Modlin
Treasurer: June Pickett
Secretary: M. Holmes
Editor : George Snell

Councilors: Charles Lyons
Marguerite Wilcox
T. T. Ayers

The meeting was called to order by Mr. Modlin. Minutes of last meeting read and approved. Treasurer's report read and approved.

Reports on old business were as follows:

Miss Wilcox advised that she had purchased punch cups to go with the other glassware owned by the Association and had been reimbursed for same.

Mr. Lyons reported that Franklin Avenue had been repaired.

Mr. Snell reported that the next issue of The Bulletin would be out soon. He further reported that John Schubert would assist him in the preparation of the Bulletin.

Mr. Modlin reported that Dr. Curtis May had been elected a member of the USDA Employee Council to represent ARS employees on that council.

Reports on new business were as follows:

A memorandum had been received advising of the transfer to Philadelphia of Donald B. Moyer and his resignation from the Board. It was agreed not to fill the position until the next election.

Mr. Snell requested authorization to purchase a supply of bond paper for the Bulletin. He was given authority to make the purchase at a cost of approximately \$125.00.

Discussion was held on the following matters relating to sanitation, safety and convenience at the station:

Insects: It was agreed by all members that the insect problem has become acute.

Shrubbery: Dr. Ayres suggested that something be done with the shrubbery at the top-of-the-hill corner of Range 1 where such shrubbery obstructs the view of drivers of motor vehicles entering the back drive from the west.

Identification signs: It was agreed by all members that some identification signs should be placed on the buildings at Plant Industry Station.

Soap dispensers: A motion was made, seconded and carried to prepare a letter to the Superintendent requesting the installation in the rest rooms of soap containers that dispense cake soap. Miss Wilcox was asked to prepare such a letter.

Mr. Modlin agreed to prepare a memorandum regarding the other matters.

There being no further business, meeting adjourned 11:00 a.m.

W. D. McClellan
Margaret C. Holmes
Jane Pickett
Vivian Kilmer
J. W. May

Respectfully submitted,

Margaret C. Holmes
Secretary

The meeting was called to order by Dr. McClellan, Vice President. Minutes of the last meeting were read and approved. The Treasurer's report was read and approved.

Dr. McClellan read the attached memorandum from L. W. Modlin submitting his resignation as President of the Plant Industry Station Employees Association due to his transfer away from Plant Industry Station. Motion was made, seconded and approved to accept Mr. Modlin's resignation. Dr. McClellan asked that a letter be written to Mr. Modlin expressing appreciation for his service rendered the Association for the past two years.

Dr. McClellan advised that George Small had resigned as editor of the Bulletin due to the fact that most of his time would be spent away from Plant Industry Station. John Schubert and Jim Koch had agreed to get the Bulletin out until a new editor is elected. Gabriel Edlin has agreed to serving as Assistant Editor. Dr. McClellan further advised that whoever is editor of the Bulletin will also be the Plant Industry reporter to the Ag Reporter. He designated Gabriel Edlin and John Schubert as reporters to the Ag Reporter for the present.

Melaine Wells, Chairman of the Entertainment Committee, reported that plans are under way for the Christmas Party. She said the Committee would need an advance of funds which was approved. She reported that they had arranged to have square dances each month and that during November they were going to arrange for a bridge party. She further stated that she had tickets for "Cinderella" at a discount.

Dr. MacCracker asked for the reaction of the members to participating in the Hobby Show. He reported that APCA had discussed the possibility of having a Hobby Week where such hobbies as chess, chance checkers, painting, reading, etc., could be participated in all week with elimination contests at the end of the week. There could also be a hobby dinner at the end of the hobby week. There would also be a display of arts and crafts hobbies during the entire week. Due to space, exhibits from the Research Center could be on display there and exhibits from Plant Industry Station could be on display here. The tentative date for the show has been suggested as March. All members agreed that the hobby show should be alternated between the Center and Plant Industry Station and that the show should be held at the Center in 1956.

Mr. Cunningham, Director of the WPA Activities Committee of the Women's Association was introduced. Mr. Cunningham advised the members that his office was anxious to do whatever they could to assist any of our programs.

Minutes of the meeting of the Governing Board
Plant Industry Station Employees Association
October 19, 1955

Present:

W. D. McClellan
Margaret C. Holmes
June Pickett
Victor Kilmer

T. T. Ayers
Adelaide Wells
Dr. E. C. McCracken, President, ARCEA
Charles Cunningham, Director, USDA Activities Comm.

J. W. McKay

The meeting was called to order by Dr. McClellan, Vice President. Minutes of the last meeting were read and approved. The Treasurer's report was read and approved.

Dr. McClellan read the attached memorandum from L. W. Modlin submitting his resignation as President of the Plant Industry Station Employees Association due to his transfer away from Plant Industry Station. Motion was made, seconded and approved to accept Mr. Modlin's resignation. Dr. McClellan asked that a letter be written to Mr. Modlin expressing appreciation for the service rendered the Association for the past two years.

Dr. McClellan advised that George Snell had resigned as editor of the Bulletin due to the fact that most of his time would be spent away from Plant Industry Station. John Schubert and Jim Koch had agreed to get the Bulletin out until a new editor is elected. Gabriel Edwin has agreed to serving as Assistant Editor. Dr. McClellan further advised that whoever is editor of the Bulletin will also be the Plant Industry reporter to the Ag Reporter. He designated Gabriel Edwin and John Schubert as reporters to the Ag Reporter for the present.

Adelaide Wells, Chairman of the Entertainment Committee, reported that plans are under way for the Christmas Party. She said the Committee would need an advance of funds which was approved. She reported that her Committee had arranged to have square dances each month and that during November they were going to arrange for a bridge party. She further stated that she had tickets for "Cinerama" at a discount.

Dr. MacCracken asked for the reaction of the members to participating in the Hobby Show. He reported that ARCEA had discussed the possibility of having a Hobby Week where such hobbies as chess, Chinese checkers, puzzles, music, etc., could be participated in all week with elimination contests at the end of the week. There could also be a hobby dinner at the end of the Hobby week. There would also be a display of arts and crafts hobbies during the entire week. Due to space, exhibits from the Research Center could be on display there and exhibits from Plant Industry Station could be on display here. The tentative date for the show has been suggested as March. All members agreed that the hobby show should be alternated between the Center and Plant Industry Station and that the show should be held at the Center in 1956.

Mr. Cunningham, Director of the USDA Activities Committee of the Welfare Association was introduced. Mr. Cunningham advised the members that his office was anxious to do whatever they could to assist any of our programs

Minutes of the meeting of the governing Board
Plant Industry Station Employees Association
October 19, 1955

Present:

W. D. McCallan
Margaret C. Holmes
June Pickett
Victor Kilmer
J. W. McCallan

I. T. Myers
Arlene Wells
Dr. E. C. McCracken, President, APCA
Charles Cunningham, Director, USA Activities Com

The meeting was called to order by Dr. McCallan, Vice President. Minutes of the last meeting were read and approved. The Treasurer's report was read and approved.

Dr. McCallan read the attached memorandum from I. W. McCallan regarding his resignation as President of the Plant Industry Station Employees Association due to his transfer away from Plant Industry Station. Motion was made, seconded and approved to accept Mr. McCallan's resignation. Dr. McCallan asked that a letter be written to Mr. McCallan expressing appreciation for the service rendered the Association for the past two years.

Dr. McCallan advised that George Smith had resigned as editor of the Bulletin due to the fact that most of his time would be spent away from Plant Industry Station. John Schubert and Jim Koch had agreed to get the Bulletin out until a new editor is elected. Gabriel Edwin has agreed to serving as Assistant Editor. Dr. McCallan further advised that whoever is editor of the Bulletin will also be the Plant Industry reporter to the AG Reporter. He designated Gabriel Edwin and John Schubert as reporters to the AG Reporter for the present.

Arlene Wells, Chairman of the Entertainment Committee, reported that plans are under way for the Christmas party. She said the Committee would read an advance of funds which was approved. She reported that her Committee had arranged to have square dances each month and that during November they were going to arrange for a bridge party. She further stated that she had tickets for "Cinderella" at a discount.

Dr. McCracken asked for the reaction of the members to participating in the Hobby Show. He reported that APCA had discussed the possibility of having a Hobby Week where such hobbies as chess, Chinese checkers, puzzles, music, etc., could be participated in all week with elimination contests at the end of the week. There could also be a hobby dinner at the end of the Hobby week. There would also be a display of arts and crafts hobbies during the entire week. Due to space, exhibits from the Research Center could be on display there and exhibits from Plant Industry Station could be on display here. The tentative date for the show has been suggested as March. All members agreed that the hobby show should be alternated between the Center and Plant Industry Station and that the show should be held at the Center in 1956.

Mr. Cunningham, Director of the USA Activities Committee of the Welfare Association was introduced. Mr. Cunningham advised the members that the office was anxious to do whatever they could to assist any of our programs.

before the date of the annual meeting. The votes shall be canvassed by the at Beltsville. He advised that in the past they had never done more because they had not been asked. He told the members that the Welfare Association had various pieces of equipment to lend out - items such as an electronic piano, recording system, sound movie projector, athletic equipment, Santa Claus suits, etc. He hoped that this Association would take advantage of this equipment by using it from time to time. He would also like to have more news items from Beltsville for the Ag Reporter. Mrs. Wells was asked to attend the meetings of the USDA Welfare Association which are held in place at the Department in town.

Discussion was had/revising the by-laws. These will be revised by the Executive Committee and approved by the Governing Board at the next meeting, then circulated to all employees 10 days before the annual meeting on Dec. 7.

On the subject of councilors, Dr. McClellan felt that there should be a councilor, with an alternate, on the Governing Board from each of the 9 major groups here at Plant Industry Station; namely, Horticulture; Field Crops; Soils; Entomology; Ag. Engineering; Quality, Maintenance and Improvement; Plant and Operations; Personnel; and Administration (including Library, Biometrics, Office of Internatl. Relations and possibly Forest Service). Mr. Kilmer suggested that each Branch should have their own welfare association the head of which could serve as the councilor on the PISEA.

Dr. McClellan reported that he had asked the Treasurer to prepare a summary of the finances of the Plant Industry Station Employees Association for the past two years. Attached is the report. He felt that after the first of the year an operating budget should be established inasmuch as the only funds coming into the Treasury are from membership. Dr. Ayers said that perhaps the dues could be raised to \$1.00 but most of the members felt this was not a good suggestion and that the majority of people would not want to pay \$1.00.

Dr. McClellan reported that the books would be audited before the December 7 annual meeting. He will ask the following to do the auditing: Mr. Ringuette, Horticulture; Mr. Beatty, Field Crops; and Mr. Smallwood, Soils.

Dr. McClellan advised that he would ask the following to serve as a nominating committee: Mr. Kilmer, Chairman; H. P. Sevy, Plant and Operations; Marguerite Wilcox, Horticulture; Dr. Beard, Field Crops; Coeline Lynch, Entomology; Harry Garver, Ag. Engineering; Mary Warren, Personnel; Catherine Schoeb, Administration and International Relations. The following new officers are to be elected: Vice President, Secretary, Treasurer, Editor, Assistant Editor, at least 2 councilors (one to replace Dr. Wagner and one to replace Miss Wilcox) and 1 councilor to replace Don Moyer who transferred to Philadelphia. With regard to the election, the by-laws state as follows:

"Election: The nominating committee shall place two candidates on an election ballot with an entry for a write-in and shall send such election ballot to each paid-up member at least 10 days before the annual meeting. Votes on the final ballott shall be transmitted to the Secretary at least three days

at Beltsville. He advised that in the past they had never done more because they had not been asked. He told the members that the Welfare Association had various pieces of equipment to lend out - items such as an electronic piano, recording system, sound movie projector, athletic equipment, Santa Claus suit, etc. He hoped that this Association would take advantage of this equipment by using it from time to time. He would also like to have more news items from Beltsville for the Ag Reporter. Mrs. Wells was asked to attend the meetings of the USDA Welfare Association which are held in at the Department in town.

on

Discussion was had/revising the by-laws. These will be revised by the Executive Committee and approved by the Governing Board at the next meeting. Then circulated to all employees 10 days before the annual meeting on Dec. 1.

On the subject of counselors, Dr. McGellan felt that there should be a connection with an alternate, on the Governing Board from each of the 9 major groups here at Plant Industry Station; namely, Horticulture; Field Crops; Soils; Entomology; Ag. Engineering; Quality, Maintenance and Improvement; Plant and Operations; Personnel; and Administration (including Library, Biometrics, Office of Interrel. Relations and possibly Forest Service). Mr. Kilmer suggested that each Branch should have their own welfare association the head of which could serve as the counselor on the PISA.

Dr. McGellan reported that he had asked the Treasurer to prepare a summary of the finances of the Plant Industry Station Employees Association for the past two years. Attached is the report. He felt that after the first of the year an operating budget should be established inasmuch as the only funds coming into the Treasury are from membership. Dr. Myers said that perhaps the dues could be raised to \$1.00 but most of the members felt this was not a good suggestion and that the majority of people would not want to pay \$1.00.

Dr. McGellan reported that the books would be audited before the December 7 annual meeting. He will ask the following to do the auditing: Mr. Ringette, Horticulture; Mr. Beatty, Field Crops; and Mr. Smilwood, Soils.

Dr. McGellan advised that he would ask the following to serve as a nominating committee: Mr. Kilmer, Chairman; H. P. Sevy, Plant and Operations; Margarette Wilcox, Horticulture; Dr. Beard, Field Crops; Coeline Lynch, Entomology; Harry Garver, Ag. Engineering; Mary Warren, Personnel; Catherine Schoed, Administration and Interrel. Relations. The following new officers are to be elected: Vice President, Secretary, Treasurer, Editor, Assistant Editor, at least 2 counselors (one to replace Dr. Warner and one to replace Miss Wilcox) and 1 counselor to replace Don Moyer who transferred to Philadelphia. With regard to the election, the by-laws state as follows:

"Election: The nominating committee shall place two candidates on an election ballot with an entry for a write-in and shall send each election ballot to each paid-up member at least 10 days before the annual meeting. Votes on the final ballot shall be transmitted to the Secretary at least three days

3
Minutes of special meeting of the Governing Board
Plant Industry Station Employees Association
November 16, 1955

before the date of the annual meeting. The votes shall be canvassed by the Executive Committee and the results of the elections shall be announced at the annual meeting. A plurality vote shall elect."

The following topics of conversation were offered for discussion by Dr. McClellan:

(1) What can we do for the employee? Dr. McClellan said he had talked with Mary Warren (Personnel) who is Secretary of the USDA Welfare Board and he asked her how the people in Personnel felt about coming out here. She said most of them were quite surprised to find such an organization and such a large place. They all commented on the friendly atmosphere. She said that they were given no orientation, however, Dr. McClellan said that he felt the Association could do a lot for new employees by initiating some sort of orientation classes. Mr. Kilmer told the Board that in Soils it was at one time the policy to bring all new employees around and introduce them, which he felt was a good idea. This, however, is not being done at present. He further stated that he would like to see some person appointed in each of the Research Branches here at Beltsville to take care of orienting new employees. Dr. McClellan said he would bring this subject up at a meeting of the Branch Chiefs and see what their reaction is to it.

Dr. McKay felt that there should be some sort of open house for new employees. The subject of picnics, parties and group seminars was discussed and all agreed that such things were good for employee morale. It was suggested that bulletin boards be placed in all buildings and that notices of group seminars be posted.

Dr. McCracken said that in his Branch new employees were taken around and introduced and given literature on the work that is conducted at Beltsville.

Dr. McKay suggested that some of the idea could be brought to the attention of the employees at the Christmas party inasmuch as there is never much attendance at the annual meeting of the PISEA. This however was not thought to be such a good idea.

Dr. McClellan advised there would be a meeting on November 16 to go over proposals and approved by-laws.

There being no further business, meeting adjourned 11:30 a.m.

Margaret C. Holmes

Margaret C. Holmes
Secretary

Margaret C. Holmes
Margaret C. Holmes
Secretary

before the date of the annual meeting. The votes shall be canvassed by the Executive Committee and the results of the elections shall be announced at the annual meeting. A plurality vote shall elect."

The following topics of conversation were offered for discussion by Dr. McGuffin (1) What can we do for the employees? Dr. McGuffin said he had talked with Mary Warren (Personnel) who is Secretary of the USDA Welfare Board and he asked her how the people in Personnel felt about coming out here. She said most of them were quite surprised to find such an organization and such a large place. They all commented on the friendly atmosphere. She said that they were given no orientation, however. Dr. McGuffin said that he felt the Association could do a lot for new employees by initiating some sort of orientation classes. Mr. Kilmer told the Board that in 1951 it was at one time the policy to bring all new employees around and introduce them, which he felt was a good idea. This, however, is not being done at present. He further stated that he would like to see some person appointed in each of the Research Branches here at Beltsville to take care of orienting new employees. Dr. McGuffin said he would bring this subject up at a meeting of the Branch Chiefs and see what their reaction is to it.

Dr. McKay felt that there should be some sort of open house for new employees. The subject of pictures, parties and group seminars was discussed and all agreed that such things were good for employee morale. It was suggested that bulletin boards be placed in all buildings and that notices of group seminars be posted.

Dr. McGuffin said that in his Branch new employees were taken around and introduced and given literature on the work that is conducted at Beltsville.

Dr. McKay suggested that some of the ideas could be brought to the attention of the employees at the Christmas party inasmuch as there is never much attendance at the annual meeting of the PISA. This however was not thought to be such a good idea.

Dr. McGuffin advised there would be a meeting on November 10 to go over proposals and approved by-laws.

There being no further business, meeting adjourned 11:30 a.m.

Margaret C. Holmes
Secretary

Minutes of special meeting of the Governing Board
Plant Industry Station Employees Association
November 16, 1955

Those present:

W. D. McClellan (President)
June Pickett (Treasurer)
Margaret C. Holmes (Secretary)
Councilors: Victor Kilmer
T. T. Ayers
Marguerite Wilcox
Dr. E. C. McCracken, Pres., ARCEA

Adelaide Wells, Chairman, Entertainment
Committee
Bob Leffel, Chairman, Athletic Comm.
Mary Schied, Chairman, Transportation
Committee
Dr. J. W. McKay, Chairman, Bldg. Comm.

The meeting was called to order by the President. Minutes of the last meeting were read and approved. Treasurer's report was read and approved.

Old business: Dr. McClellan advised that he had discussed, with Dr. Cullinan, suggestions made at last meeting with regard to the following question - "What can we do for the employee?" Dr. Cullinan suggested that a letter be sent to him for presentation to a meeting of the Branch Chiefs. A motion was made, seconded and approved to have a letter sent to Dr. Cullinan for presentation at a meeting of Branch chiefs listing the suggestions.

The question of the piano in the auditorium was brought up. Dr. McClellan advised that the piano was purchased several years ago second hand by the Employees Association and that it is no longer in playing condition. After much discussion and because of the fact that the piano could be used by both groups of employees - Plant Industry Station Employees and Agricultural Research Center Employees - a motion was made, seconded and approved to purchase a ~~new~~ second hand piano at a cost not to exceed \$200. The following committee was selected to make arrangements for the purchase of the piano: Charles Lyons, Chairman; Helen Ramey and Mrs. Kells in the Library.

With regard to revision of the by-laws, each section was read and discussed and a motion was made, seconded and approved to accept the by-laws as revised. The revised by-laws will be posted on all bulleting boards in advance of the annual meeting in order to give all employees a chance to review ~~the~~. At the annual meeting a vote will be held to accept the revised by-laws.

There being no further business meeting adjourned 12:00 noon.

Respectfully submitted,

Margaret C. Holmes
Margaret C. Holmes
Secretary

Minutes of special meeting of the Governing Board
Plant Industry Station Employees Association
November 16, 1955

Those present:

W. D. McGellan (President)
June Pickett (Treasurer)
Margaret C. Holmes (Secretary)
Connors: Victor Kliner
T. T. Ayers
Marguerite Wilcox
Dr. E. G. McCracken, Pres., ANCA

Adelaide Wells, Chairman, Entertainment
Committee
Bob Lefel, Chairman, Athletic Comm.
Mary Schied, Chairman, Transportation
Committee
Dr. J. W. McKay, Chairman, Bldg. Comm.

The meeting was called to order by the President. Minutes of the last meeting were read and approved. Treasurer's report was read and approved.

Old business: Dr. McGellan advised that he had discussed, with Dr. Cullinan, suggestions made at last meeting with regard to the following question - "What can we do for the employees?" Dr. Cullinan suggested that a letter be sent to him for presentation to a meeting of the Branch Chiefs. A motion was made, seconded and approved to have a letter sent to Dr. Cullinan for presentation at a meeting of Branch chiefs listing the suggestions.

The question of the piano in the auditorium was brought up. Dr. McGellan advised that the piano was purchased several years ago second hand by the Employees Association and that it is no longer in playing condition. After much discussion and because of the fact that the piano could be used by both groups of employees - Plant Industry Station Employees and Agricultural Research Center Employees - a motion was made, seconded and approved to purchase a new second hand piano at a cost not to exceed \$200. The following committee was selected to make arrangements for the purchase of the piano: Charles Lyons, Chairman; Helen Ramey and Mrs. Kella in the library.

With regard to revision of the by-laws, each section was read and discussed and a motion was made, seconded and approved to accept the by-laws as revised. The revised by-laws will be posted on all bulleting boards in advance of the annual meeting in order to give all employees a chance to review the. At the annual meeting a vote will be held to accept the revised by-laws.

There being no further business meeting adjourned 12:00 noon.

Respectfully submitted,

Margaret C. Holmes
Margaret C. Holmes
Secretary

PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION
Beltsville, Md.

Minutes of Annual Meeting
December 7, 1955, 10:00 a.m.

The meeting was called to order by President W. D. McClellan with 30 members present.

Dr. McClellan asked for the reading of the minutes of the previous annual meeting. These were approved as read.

Mrs. Pickett gave the Treasurer's report. This was approved.

Dr. McClellan asked for the reports of the various committee chairmen.

Mrs. Adelaide Wells, Entertainment Committee; Athletic Committee report presented by Dr. McClellan in the absence of Dr. Leffel, Chairman; Goodwill and Membership Committee report presented by Margaret C. Holmes in the absence of Jean Gates, Chairman; Report of discount sales by W. D. McClellan; Auditing Committee report made by C. M. Ringuette, Chairman. Reports of above committees are attached to and made a part of these minutes.

Oral reports were given as follows:

Cafeteria Committee report given by Dr. McClellan in the absence of Mr. Charles Lyons, Chairman. It was reported that during the year a window had been installed at the rear of the cafeteria in order to obtain "carry-out" food and that a light had been installed on the outside of the cafeteria for use at night functions. Dr. McClellan further reported that Mr. Lyons is in charge of a committee designated to replace the piano now located in the auditorium which is no longer usable. The piano will be replaced with a good second-hand one in time for the Christmas party and will then be used for all other functions both by employees of Plant Industry Station and the Research Center.

Transportation and Housing Committee report given by Mary Schied, Chairman. Mrs. Schied advised that no written records were kept. As soon as needs of employee were taken care of, their name was removed from the list and no further record kept.

Dr. J. W. McKay, Chairman of the Building Committee reported that his committee had not been active during the past year because of the fact that in 1954 it was concluded that the Association was inadequate financially to finance any building project for the employees.

Jim Koch reported as Acting Editor, advising the members that due to reorganization, the Bulletin had lost two editors during the year, namely, Mary Higgs and George Snell and that for the past couple of months, he, John Schubert and Gabriel Edwin have been getting out the Bulletin.

PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION
Baltimore, Md.

Minutes of Annual Meeting
December 7, 1955, 10:00 a.m.

The meeting was called to order by President W. D. McCallan with 30 members present.

Dr. McCallan asked for the reading of the minutes of the previous annual meeting. These were approved as read.

Mrs. Pickett gave the Treasurer's report. This was approved.

Dr. McCallan asked for the reports of the various committee chairmen.

Mrs. Adelaide Wells, Entertainment Committee; Athletic Committee report presented by Dr. McCallan in the absence of Dr. Laffel, Chairman; Goodwill and Membership Committee report presented by Margaret C. Holmes in the absence of Jean Gates, Chairman; Report of discount sales by W. D. McCallan; Auditing Committee report made by C. M. Ringette, Chairman. Reports of above committees are attached to and made a part of these minutes.

Oral reports were given as follows:

Cafeteria Committee report given by Dr. McCallan in the absence of Mr. Charles Lyons, Chairman. It was reported that during the year a window had been installed at the rear of the cafeteria in order to obtain "carry-out" food and that a light had been installed on the outside of the cafeteria for use at night functions. Dr. McCallan further reported that Mr. Lyons is in charge of a committee designated to replace the piano now located in the auditorium which is no longer usable. The piano will be replaced with a good second-hand one in time for the Christmas party and will then be used for all other functions both by employees of Plant Industry Station and the Research Center.

Transportation and Housing Committee report given by Mary Schied, Chairman. Mrs. Schied advised that no written records were kept. As soon as needs of employee were taken care of, their name was removed from the list and no further record kept.

Dr. J. W. McKay, Chairman of the Building Committee reported that his committee had not been active during the past year because of the fact that in 1954 it was concluded that the Association was inadequate financially to finance any building project for the employees.

Jim Koch reported as Acting Editor, advising the members that due to reorganization, the Bulletin had lost two editors during the year, namely, Mary Higgs and George Shull and that for the past couple of months, he, John Schiebert and Gabriel Edwin have been getting out the Bulletin.

The policies of the Association on discounts was discussed.

Dr. McClellan advised the members that due to the reorganization it had been necessary to revise the Constitution and By-Laws of the Association. The committee to revise them had been headed by T. T. Ayers. Copies of the proposed revision were posted on all bulletin boards 10 days in advance of the annual meeting and all employees were advised of such action. The revision of the by-laws was discussed. A motion was made, seconded and carried to accept the Constitution and By-Laws as revised.

Dr. McClellan introduced the officers and councilors of the Association for the coming year.

Dr. McClellan thanked the outgoing officers for their work during the past year.

There being no further business, meeting adjourned 11:30 a.m.

Respectfully submitted:

Margaret C. Holmes

Margaret C. Holmes
Secretary

The policies of the Association on discounts was discussed.

Dr. McGlellan advised the members that due to the reorganization it had been necessary to revise the Constitution and By-Laws of the Association. The committee to revise them had been headed by T. T. Ayers. Copies of the proposed revision were posted on all bulletin boards 10 days in advance of the annual meeting and all employees were advised of such action. The revision of the by-laws was discussed. A motion was made, seconded and carried to accept the Constitution and By-Laws as revised.

Dr. McGlellan introduced the officers and councilors of the Association for the coming year.

Dr. McGlellan thanked the outgoing officers for their work during the past year.

There being no further business, meeting adjourned 11:30 a.m.

Respectfully submitted:

Margaret C. Holmes
Margaret C. Holmes
Secretary

Minutes of the meeting of the Governing Board
Plant Industry Station Employees Association
January 18, 1956

Those present:

W. D. McClellan (President)
E. James Koch (Vice President)
Norine F. Stitt (Secretary)

Councilors: Charles Lyons
William Bruce
William Loegering
John Alexander
James Rowan

Committee chairmen: Mary Schied
R. W. Starostka
C. S. Parsons
Mary Louise Reiff

Pierce M. Damewood, V.P., A.R.C. (attending for Dr. McCracken)
Charles W. Cunningham, Director, U.S.D.A. Activities Committee

The meeting was called to order by the President. Minutes of the last meeting were read and approved. It was announced that the Treasury had a balance of \$620.00.

Old Business: The letter of November 22, 1955, sent to Dr. Cullinan, Chairman, Branch Chiefs' Committee, Plant Industry Station, listing various suggestions "to promote activities for the welfare and material benefit of all the employees headquartered at Plant Industry Station" (including Plant Introduction Garden at Glenn Dale and the National Arboretum) was brought up, and the suggestion was made that it be made available to all members of the Board, which has been done.

A report was made on the purchase of the new (second-hand) piano. A Steinway, old but in excellent condition, was bought for \$200. Hauling charges were between \$11 and \$12. This piano probably will be in good condition for at least five years. The old piano was advertised in the Bulletin and sealed bids were accepted.

New Business: A discussion was held on three year terms for Councilors. It was decided that numbers should be drawn to decide who should serve for 3 years, 2 years, and 1 year terms. The results were as follows: 1956, William Loegering, Victor Kilmer, Theodore Ayers; 1957, Marion Yount, Helen Boyd, Charles Lyons; 1958, John Alexander, James Rowan, and William Bruce.

Minutes of the meeting of the Governing Board
Plant Industry Station Employees Association
January 18, 1956

Those present:

W. D. McGowan (President)
E. James Koch (Vice President)
Norman F. Ritt (Secretary)

Councilors:

Charles Lyons
William Bruce
William Joergling
John Alexander
James Bowen

Committee chairman: Mary Schied
R. W. Starostin
C. S. Parsons
Mary Louise Heff

Pierce M. Jameswood, V.P., A.R.O. (attending for Dr. McCracken)
Charles W. Cunningham, Director, U.S.D.A. Activities Committee

The meeting was called to order by the President. Minutes of the last meeting were read and approved. It was announced that the Treasury had a balance of \$620.00.

Old Business: The letter of November 22, 1955, sent to Dr. Gullman, Chairman, Branch Office, Committee, Plant Industry Station, listing various suggestions "to promote activities for the welfare and material benefit of all the employees headquartered at Plant Industry Station" (including Plant Instruction Garden at Glenn Dale and the National Arboretum) was brought up, and the suggestion was made that it be made available to all members of the Board, which has been done.

A report was made on the purchase of the new (second-hand) piano. A Steinway, old but in excellent condition, was bought for \$200. Having shagreen were between \$11 and \$12. This piano probably will be in good condition for at least five years. The old piano was advertised in the Bulletin and sealed bids were accepted.

New Business: A discussion was held on three year terms for Councilors. It was decided that members should be drawn to decide who should serve for 3 years, 2 years, and 1 year terms. The results were as follows: 1956, William Joergling, Victor Kilmer, Theodore Ayers; 1957, Marion Young, Helen Boyd, Charles Lyons; 1958, John Alexander, James Bowen, and William Bruce.

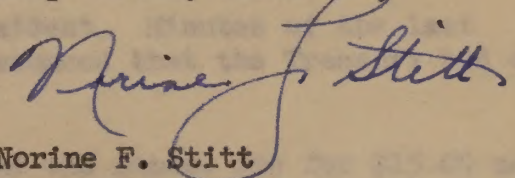
The membership drive was discussed. The present contact representatives are the ones who will handle the drive this year. Mrs. Frenzel is the Chairman. In addition to this, she will handle hospitality, cards, etc. It was decided that discount books should be given out with new membership cards, but only to those who do not have any, since they are not new this year.

It was announced that a letter would be sent to all section heads, branch chiefs, etc. requesting that a new contact representative or representatives be appointed to represent their respective groups. The duties of the contact representatives were outlined in this letter. Later another letter was to be sent out to the 1956 contact people again outlining their duties, and a list of the officers and committees of the association was to be attached to this letter. (A meeting of all contact representatives ^{is to be} held February 29 in the Auditorium at which time the committee chairmen ^{will} discussed their particular activities with these representatives.

The new chairman of each committee ~~was~~ introduced and a discussion was held on the various activities of each committee.

There being no further business meeting adjourned 12:00 noon.

Respectfully submitted,



Norine F. Stitt
Secretary

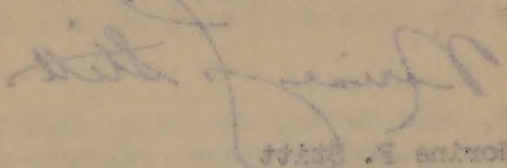
The membership drive was discussed. The present contact representatives are the ones who will handle the drive this year. Mrs. Fennel is the Chairman. In addition to this, she will handle hospitality, cards, etc. It was decided that discount books should be given out with new membership cards, but only to those who do not have any, since they are not new this year.

It was announced that a letter would be sent to all section heads, branch chiefs, etc., requesting that a new contact representative or representatives be appointed to represent their respective groups. The duties of the contact representatives were outlined in this letter. Later another letter was to be sent out to the 1950 contact people again outlining their duties, and a list of the officers and committees of the association was to be attached to this letter. (A meeting of all contact representatives was held February 29 in the Auditorium at which time the committee chairman discussed their particular activities with these representatives.

The new chairman of each committee was introduced and a discussion was held on the various activities of each committee.

There being no further business meeting adjourned 12:00 noon.

Respectfully submitted,



Florence F. Stitt
Secretary

Minutes of the meeting of the Governing Board
Plant Industry Station Employees Association

March 14, 1956

Those present:

W.D. McClellan (President)
E. James Koch (Vice President)
Norine F. Stitt (Secretary)

John McGrew (Editor)

Councilors: William Bruce
James Rowan
Helen Boyd
Peter Chichlo (for Victor Kilmer)
Marion Yount

Committee chairmen: R. W. Starostka
C. S. Parsons
Mrs. Jeanette Franzel
Maurice Fried

Dr. E. C. McCracken, President, ARCEA
Mr. Charles W. Cunningham, Director, USDA Activities Committee

The meeting was called to order by the President. Minutes of the last meeting were read and approved. It was announced that the Treasury had a balance of \$863.71.

Old Business: Two bids were received on the old piano; one for \$15.00 and the other for \$15.99. It was sold to Doriss A. Mix of Soils and Plant Relation. Dr. Curtis May made a report on the ARS, USDA Employee Council. Mr. Yount announced a dance to be held on May 11 at the American Legion Lodge, Greenbelt, \$2.00 per person, 10 P.M. to 1 A.M. This is to be a joint affair with the Center people.

New Business: Dr. Starostka, Chairman of the Cafeteria Committee, made a report on the condition of the record player and repairs needed. He said that new records were needed and a new case was necessary so that the records would not disappear. A discussion was held on exchanging records with the Center and downtown, so that the same records would not have to be played over and over. Mr. Cunningham said he has a lot of old records, mostly worn out or half worn out. C. S. Parsons made a report on the Athletic Committee. He discussed the golf teams and the payment of dues. He also said that Vera House had rounded up 25 girls for the girls' softball teams this year. Dr. McGrew spoke about the bottleneck in getting out the newspaper. The cost of stenographic help and paper was discussed. Then Dr. Fried, Chairman of the Budget Committee, discussed requests from the various committees which totalled \$570.00 roughly. Quite a lot of discussion developed on each committee's request since the total requests exceeded the income for the year. (Copy of budget attached)? A motion was made to use the Treasury's balance for this difference, seconded and approved.

Mr. Yount spoke briefly on the Toastmaster's Club and a motion was made to sponsor this club out here. This was seconded and approved. It was decided to prepare an announcement for the paper.

Mr. Cunningham talked briefly on the Travel Club and the scheduled plane trips to Europe this summer and he showed a poster which was to be displayed at various places on the Station.

There being no more business the meeting adjourned at 12:00 noon.

W.D. McCallan (President)
E. James Koch (Vice President)
Norman F. Smith (Secretary)

John McGraw (Editor)

Connectors:
William Bruce
James Brown
Eileen Boyd
Peter Chisholm (for Victor Kilmer)
Merion Yount

Committee chairman:
J. W. Starobinski
C. S. Parsons
Mrs. Jeanette Frenzel
Maurice Fried

Dr. E. C. McGucken, President, ARCEA
Mr. Charles W. Cunningham, Director, USDA Activities Committee

The meeting was called to order by the President. Minutes of the last meeting were read and approved. It was announced that the Treasury had a balance of \$863.71.

Old Business: Two bids were received on the old piano; one for \$15.00 and the other for \$12.50. It was sold to Dorcas A. Nix of Solis and Plant Station. Mr. Curtis may make a report on the ARS, USDA Employee Council. Mr. Yount announced a dance to be held on May 11 at the American Legion Lodge, Greenbelt, \$2.00 per person, 10 P.M. to 1 A.M. This is to be a joint affair with the Center people.

New Business: Dr. Starobinski, Chairman of the Cafeteria Committee, made a report on the condition of the record player and repairs needed. He said that now records were needed and a new case was necessary so that the records would not disappear. A discussion was held on exchanging records with the Center and downtown, so that the same records would not have to be played over and over. Mr. Cunningham said he has a lot of old records, mostly worn out or half worn out. C. S. Parsons made a report on the Athletic Committee. He discussed the golf teams and the payment of dues. He also said that Vere House had rounded up 25 girls for the girls' softball team this year. Dr. McGraw spoke about the bottleneck in getting out the newspaper. The cost of stenography help and paper was discussed. Then Dr. Fried, Chairman of the Budget Committee, discussed requests from the various committees which totalled \$270.00 roughly. Quite a lot of discussion developed on each committee's request since the total requests exceeded the income for the year. (Copy of budget attached) A motion was made to use the Treasury's balance for this difference, seconded and approved.

MINUTES OF THE ANNUAL MEETING

December 5, 1956

Mrs. Frenzel asked for a policy regarding funeral sprays, it was decided to work out this policy in the Council.

John McGrew stated that there was a need for a policeman at the Plant. The annual meeting of the Plant Industry Employees Association was called to order by the president, James Koch with approximately 50 members present. Mr. Gilie for Woodward and Mr. Howard Hunt discussed Christmas gifts for George's family. It was Mr. Koch asked for the reading of the minutes of the last annual meeting. The minutes were approved as read.

The following committee chairmen gave reports of the activities of their committees in 1956. Mrs. Rachel Algaze, Activities Committee, Mrs. Frenzel reported on the Athletic Committee in the absence of Chet Parsons, Chairman, Mrs. Frenzel reported on Goodwill and Membership, Discount Committee report was given by James Koch. Dr. Forrest Bell reported on the cafeteria. The Housing and Transportation report was given by Mrs. Mary Louise Reiff. Report on the Coffee Making Machines was given by Dr. M. Fried. He stated that the recent vote taken was favorable. 350 people answered the questionnaires showing that one half would use the machines regularly and 1/3 would use the machine occasionally. As the books had not as yet been audited, there was no Auditor's report given. There was no formal report given by John McGrew, Editor of the bulletin. A budget report was given by Dr. Fried who recommended that some action be taken to bring income in closer alignment with estimated expenditures.

Mr. Koch reported that the poll taken regarding an increase in membership dues showed 121 wanted retention at \$.50, 198 - agreed to \$.75 and 64 - suggested \$1.00. With the consent of the membership a motion was made to increase the dues to \$.75. The motion was to be voted upon by the Council.

Mr. Koch commended the Editor of the bulletin on a job well done. and he made the following proposals as his policy for 1957:

1. Obtaining the services of a retiree to handle our discount sales.
2. Hope to establish automatic coffee machines in several of the buildings.
3. To secure a room which can be used for storage that would be furnished with a typewriter and a telephone.
4. Obtain legislation concerning membership for retirees.
5. Ask for increased parking facilities.
6. Installation of building signs to help guide visitors.
7. Installation of a sign for Employee activities.
8. Organization of a flying Club.
9. Presentation of a Spring Garden Show.
10. Initiation of a Bulletin Board policy.

Mrs. Frenzel asked for a policy regarding funeral sprays, it was decided to work out this policy in the Council.

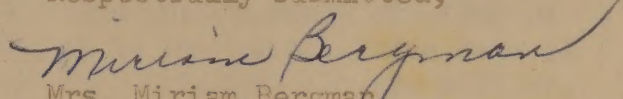
John McGrew stated that there was a need for a policeman at Cherry Hill and Powder Mill road.

Mrs. Wagner discussed Christmas gifts for Rosewood and Mr. Howard Hunt discussed Christmas gifts for Prince George's County. It was decided that the bulletin would publicize these two outlets for Christmas gifts but the action that any group takes would be up to them.

The new officers for the coming year were introduced.

The meeting was adjourned at 12:00 N.

Respectfully submitted,


Mrs. Miriam Bergman
Secretary

- 2 -

MINUTES OF MEETING - January 9, 1957

letter. In this connection, it was mentioned that some members do not receive current issues of the Bulletin, but since 775

The regular Bi-monthly meeting of the Governing Board of the Plant Industry Station Employees Association was held at 10:00 A.M. Wednesday, January 9, 1957. The following members were present: This event is scheduled to be held in the library on February 26-27, 1957.

E. James Koch	F. Bell
Jane Maltby	H. Boyd
R. Algaze	J. Frenzel
C. Parsons	M. L. Reiff
G. Edwin	R. Menzel
E. Hanson	W. Scholl
H. Fisher	

The minutes of the last meeting were read by Jane Maltby. Mrs. Algaze agreed to write the minutes of this meeting in the absence of the regular secretary. The minutes of the previous meeting were approved with the exception of one item, i.e., that it was definitely decided by the Board that turkeys be given as prizes at the Christmas program, as in the past. Three sets of concert tickets not given out at the Christmas program will be given as prizes to employees, the names to be drawn from the membership list. Since the bowling and golf leagues are well organized, the new chairman would have to work mainly with the Soft-

ball Estella Hanson, Chairman of the 1956 Christmas program, gave a brief report on expenses involved for the Christmas program, and read a list of names of the persons throughout the Station whose efforts made the program a success. A recommendation was made by the outgoing Christmas Program Committee that a spot light be purchased to be used for future programs. The Santa Claus suit was turned over to Mr. Koch.

Mr. Koch announced that the Agricultural Engineering Res. Br. will be in charge of activities after the term of the Entomology of Res. Br. expires. A suggestion was made by Ag. Engineers that the Activities Chairman and the Christmas Program Chairman be from different branches. After some discussion, it was agreed that the Activities and Christmas Program Chairmen be from the same branch. After some deliberation, it was

Jane Maltby Treasurer reported a balance of \$364.43. A discussion followed as to the matter of increase in dues. This matter had been previously taken up at the Annual meeting in December. A motion was made and carried that the dues be raised to 75 cents, as had been decided by a poll of the employees. Memberships will go on sale the last half of January. New contact personnel will be appointed effective February 1st. An effort will be made to get 100% participation. The Bulletin will contain publicity about this - their membership by paying \$1.00 per year, the extra 25 cents to cover postage for mailing the bulletin. Katherine Gilley, AS Pers. should be contacted for the list of names. Approval would have to be granted from ARCA as to whether these people could have discount benefits. Meeting Adjourned 11:09 A.M.

R. Algaze for the Secretary

matter. In this connection, it was mentioned that some members do not receive current issues of the Bulletin, but since 775 copies are distributed, every member should receive his copy.

It was announced that the Chairman for the Hobby Show is Dr. Roberta Ma. This event is scheduled to be held in the Library on February 26-27, 1957. An Employees Association was called to order by the President at 10:00 A. M., Wednesday, March 6, 1957.

Mr. Koch suggested that the name of the Cafeteria Committee be changed to Bulletin Board and Cafeteria Committee. A representative from each building should be on this committee and an effort should be made to keep the bulletin boards clean. As a means of attracting employees to the Cafeteria, about 30 copies of the weekly menu will be typed by Mrs. Schoeb and placed on the bulletin board on Friday or Monday.

It was announced that Mr. Halweg is the new Discount Chairman. Discount books should be ready for distribution sometime in January. The coffee vending machine chairman, Mr. Rowan stated that he will notify the people in charge downtown that we are interested in experimenting with such a machine.

Chet Parsons has resigned as chairman of the Athletic Committee. Mr. Parsons stated that since the bowling and golf leagues are well organized, the new chairman would have to work mainly with the Softball team. The budget was distributed and each item was discussed. \$30.00 was added for the Hobby Show.

Mr. Edwin, Editor of the bulletin, stated that 75% of the paper purchased recently has to be cut from legal size to Government size. A motion was made and carried that an amount not to exceed \$25.00 be allotted to have the paper problem solved. This would entail cutting, repacking, hauling, etc. The Research Center to investigate the need for a building and see what arrangements could be made.

Dr. Bell, Chairman of the Cafeteria Committee, announced that he would like to resign his chairmanship as he expects to be out of town until June. Mr. Koch did not accept his resignation, but gave him a temporary leave of absence.

Mrs. Reiff, in her report on housing, stated that many calls are received from outside advertisers. After some deliberation, it was agreed that only advertisements from persons having membership cards get publicity in the bulletin.

Mr. Koch stated that he would look into the matter of getting an Notary Public for the convenience of Station employees.

A discussion was held regarding continued membership of transferees and retirees. A motion was made and carried that they may retain their membership by paying \$1.00 per year, the extra 25 cents to cover postage for mailing the bulletin. Katherine Cilley, ARS Pers. should be contacted for the list of names. Approval would have to be granted from AECA as to whether these people could have discount benefits. Meeting Adjourned 11:09 A.M.

R. Algaze for the Secretary

2--Minutes 3/6/57

MINUTES OF MEETING - March 6, 1957

The regular bi-monthly meeting of the Governing Board of ARCEA was called to order by the President at 10:00 A. M. on May 7, 1957. Mr. Bickel was asked to contact Mr. L. L. Koch into the possibility of obtaining some space for publishing the activities. The regular bi-monthly meeting of the Governing Board of The Plant Industry Station Employees Association was called to order by the President at 10:00 A. M., Wednesday, March 6, 1957. It was decided that the Association would be a reasonable group. The minutes of the last meeting were read and approved. Would not actively organize it.

Mr. Rowan reported on the coffee machine. He stated that the machine is working out very well. The placing of a coffee machine in each building was discussed. The committee was asked to proceed on a request for the installation of additional machines. asked Mrs. Daly to work with him in appointing a chairman for the May Flower Show.

The appointment of a Notary Public for Plant Industry was discussed. Mr. Halweg stated that there were government regulations concerning a Notary Public. Mr. Koch said he would investigate the matter further.

The Editor of the bulletin stated that the paper for the bulletin would be able to be used as is.

Copies of the budget were distributed and each item was discussed. \$30.00 was added for the Hobby Show.

Mr. Fisher spoke regarding the need for a new range house for the Gun Club. After much discussion Mr. Halweg, Mr. Tharp and Mr. Marcus were appointed as a special committee to confer with a corresponding committee from the Research Center to investigate the need for a building and see what arrangements could be made for financing it.

Mr. Koch complimented Dr. Ma on the success of the Hobby Show.

Dr. McCracken discussed the confusion about membership in ARCEA for members located at Plant Industry Station. Mr. Koch and Dr. McCracken have prepared a letter to be sent to these members explaining the action that they can take.

\$50.00 for funeral sprays was cut from the budget as an economy measure to help keep the current expenses in line with the current budget. It was felt that this was a cold expression of sympathy and couldn't be uniformly administered.

2--Minutes 3/6/57

Mr. Scholl was asked to contact Mr. Logan to look into the possibility of obtaining some space for publicizing the activities of the Association, such as a sign board.

Roberta Ma asked about the possibility of forming a Choral Group. It was decided that the Association would be agreeable to the formation of a Choral Group and would sponsor it but would not actively organize it.

Tickets to the March 11, Agricultural Symphony concert were distributed among the Council members who were interested.

Mr. Koch asked Mrs. Daly to work with him in appointing a chairman for the May Flower Show.

Meeting was adjourned at 12:06 P.M.

Respectfully submitted,

Miriam Bergman
Secretary

MINUTES OF MEETING - May 7, 1957

2- Minutes of Meeting - May 7, 1957

The regular bimonthly meeting of the Governing Board of PISEA was called to order by the President at 10:00 A.M. on May 7, 1957 in the Field Crops Conference Room. The following members were present:

C. B. Marcus	T. W. Little	A. M. Halweg	Walter Scholl
Carolyn Daly	Adeline Hamm	M. Fried	Earl C. McCracken
Hazel McKay	H. H. Fisher	G. Edwin	J. A. Alexander
R. A. Algaze	Miriam Bergman	J. Frenzel	W. H. Tharp
Jane Maltby	Jim Koch	Don Rowan	

The minutes of the previous meeting were read and approved.

Mr. Koch reported that there are three Notary Publics at the Research Center whose services are available for a fee. They are John Schubert, Mildred Donovan and Harold V. Lauth. Donovan and Lauth will soon be moved to Plant Industry Station. Mildred Donovan would service PISEA members free if we would pay her annual dues. It was agreed that the association would not pay her dues and would expect her to charge as previously.

The special range house committee reported that they met and decided to pay the gun club \$50 a year for five years if the gun club would pay the interest on the rest of the money which would be borrowed by them and providing the gun club would carry adequate insurance. A motion to this effect was defeated. Walter Scholl made a motion that the full \$250 be paid to the gun club at one time since the money was in the treasury. The ARCEA will make their own arrangements to furnish \$250. Any excess over cost of materials will be returned to the associations equally. The Gun Club will comply with all the requirements of the Office of Operations concerning insurance and the erection of the building. The motion as amended was carried.

The budget was further discussed and passed with the changes which had been suggested.

It was reported that a seal for official use of PISEA had been designed by Dr. Ma and had been purchased for \$15. It will be used for any association activities that could use the seal to their advantage.

Mr. Rowan stated that a request for more coffee machines had been made. However, since the coffee machine now in operation is not used to capacity, the new machines would probably not be placed.

It was decided that the purchasing of more paper for the bulletin would be left to the discretion of the Editor.

MINUTES OF MEETING - May 7, 1957

The regular bimonthly meeting of the Governing Board of PISBA was called to order by the President at 10:00 A.M. on May 7, 1957 in the Field Crops Conference Room. The following members were present:

C. B. Marcus	T. W. Little	A. M. Halweg	Walter Scholl
Carolyn Daly	Abeline Hamm	M. Fried	Earl C. McCracken
Hazel McKay	H. H. Fisher	G. Edwin	J. A. Alexander
R. A. Algate	Miriam Bergman	J. Brenzel	W. H. Tharp
Jane Matthy	Jim Koch	Don Rowan	

The minutes of the previous meeting were read and approved.

Mr. Koch reported that there are three Notary Publics at the Research Center whose services are available for a fee. They are John Schuber, Mildred Donovan and Harold V. Lanth. Donovan and Lanth will soon be moved to Plant Industry Station. Mildred Donovan would service PISBA members free if we would pay her annual dues. It was agreed that the association would not pay her dues and would expect her to charge as previously.

The special range house committee reported that they met and decided to pay the gun club \$50 a year for five years if the gun club would pay the interest on the rest of the money which would be borrowed by them and providing the gun club would carry adequate insurance. A motion to this effect was defeated. Walter Scholl made a motion that the full \$250 be paid to the gun club at one time since the money was in the treasury. The ARCEA will make their own arrangements to furnish \$250. Any excess over cost of materials will be returned to the associations equally. The Gun Club will comply with all the requirements of the Office of Operations concerning insurance and the erection of the building. The motion as amended was carried.

The budget was further discussed and passed with the changes which had been suggested.

It was reported that a seal for official use of PISBA had been designed by Dr. Ma and had been purchased for \$15. It will be used for any association activities that could use the seal to their advantage.

Mr. Rowan stated that a request for more coffee machines had been made. However, since the coffee machine now in operation is not used to capacity, the new machines would probably not be placed.

It was decided that the purchasing of more paper for the bulletin would be left to the discretion of the Editor.

2- Minutes of Meeting - May 7, 1957

July 10, 1957, 10:00 a.m.
Plant Industry Station Employees Association

Those present:

Mr. Koch stated that he and Dr. McCracken had sent a letter to members of ARCEA who are stationed on the PI side of the road concerning the possibilities of changing there membership. No response had been received from the letters.

Walter Scholl H. E. Fisher

Mr. Scholl reported that he had contacted Mr. Logan about a sign board for our association use. Mr. Logan had no objection to putting up our own sign providing it was kept in good condition but that we could not use the present board. Mr. Scholl and Mr. Alexander were to investigate the possibilities further.

Dr. Ma reported the present state of planning of the choral group.

Mr. Koch discussed the present condition of the bridge club and sought permission to support the club when there was a financial loss. Permission was granted.

Mr. Marcus proposed that a committee be appointed to look into the matter of how far the associations sponsorship of an organization should go. Dr. McCracken reported that he was working a scheme for polio shots for members at \$1.00 per member. Plans were not definite. We agreed to cooperate with any scheme that was planned for the Research Center. A Film deal was discussed.

Mrs. Daly reported that she was taking applications for a New York tour over the Memorial day weekend.

The meeting was adjourned.

The President is to write the President of the Gun Club giving him the go-ahead signal to ask our Association for \$250 for the club building.

Mr. Laffler suggested we look into the possibility of getting plastic cups in the coffee machine in place of paper cups.

Dr. McCracken is to look into the matter of sending us a check for our share of the profits on the May Dance.

Inquiry is to be made through The Bulletin as to interest in forming a horse-shoe pitching team.

Mr. Koch inquired of Mr. Cunningham if employees at the ARC could not be worked into the Department group receiving polio shots. Mr. Cunningham is to look into the matter and let us know.

A motion was made, seconded, and carried that we solicit door prizes from various concerns for the Christmas program as long as acknowledgement can be handled.

Mr. Koch stated that he and Dr. McCracken had sent a letter to members of ARCEA who are stationed on the PI side of the road concerning the possibilities of changing their membership. No response had been received from the letters.

Mr. Scholl reported that he had contacted Mr. Logan about a sign board for our association use. Mr. Logan had no objection to putting up our own sign providing it was kept in good condition but that we could not use the present board. Mr. Scholl and Mr. Alexander were to investigate the possibilities further.

Dr. Ma reported the present state of planning of the choral group.

Mr. Koch discussed the present condition of the bridge club and sought permission to support the club when there was a financial loss. Permission was granted.

Mr. Marcus proposed that a committee be appointed to look into the matter of how far the association's sponsorship of an organization should go. Dr. McCracken reported that he was working a scheme for police shots for members at \$1.00 per member. Plans were not definite. We agreed to cooperate with any scheme that was planned for the Research Center. A film deal was discussed.

Mrs. Daly reported that she was taking applications for a New York tour over the Memorial day weekend.

The meeting was adjourned.

MINUTES OF MEETING, July 10, 1957, 10:00 a.m.
Plant Industry Station Employees Association

Those present:

W. M. Bruce	Wm. F. Leffler
C. B. Marcus	E. J. Koch
Bob Decker	G. Edwin
Walter Scholl	H. H. Fisher
Helen Boyd	E. C. McCracken
Chas. Cunningham	Jane Maltby

The minutes of the previous meeting were read and approved.

Mr. Kock reported that the money collected for tickets and the unsold tickets being returned for "Around the World in 80 Days" had been lost in the mail after leaving the Plant Industry Station for the Department. The amount totalled approximately \$80, half of which the Welfare and Recreation Association has agreed to make up. A motion was made, seconded, and carried that we pay half of the amount lost. Mr. Cunningham of the Welfare and Recreation Association said that they were going to look into the possibility of recovering the loss through insurance. A motion was made, seconded, and carried that any money to be sent through the mail should be in the form of a check drawn on the Plant Industry Station Employees Association. The Activities and Discount Committees will be so informed.

Mr. Scholl reported on the signboard investigation. He came to the conclusion that it would not be feasible to place large signs outdoors. Mr. Scholl is to give further thought to various types of indoor signs.

Question was raised as to how far we should go to sponsor the choral group. Since the group has disbanded until September, the Board agreed to wait until that time to make a decision.

The President is to write the President of the Gun Club giving him the go-ahead signal to ask our Association for \$250 for the club building.

Mr. Leffler suggested we look into the possibility of getting plastic cups in the coffee machine in place of paper cups.

Dr. McCracken is to look into the matter of sending us a check for our share of the profits on the May Dance.

Inquiry is to be made through The Bulletin as to interest in forming a horse-shoe pitching team.

Mr. Koch inquired of Mr. Cunningham if employees at the ARC could not be worked into the Department group receiving polio shots. Mr. Cunningham is to look into the matter and let us know.

A motion was made, seconded, and carried that we solicit door prizes from various concerns for the Christmas program as long as acknowledgement can be handled

in the program sheet, with no demonstration nor publicity of any kind of the company contributing during the program itself.

The group agreed that we should have a Harvest Show. We are to let Mr. Cunningham know when we are to have it as he has some equipment he could loan us.

The group agreed that a questionnaire should be sent out asking for volunteers to plan a Station picnic and for suggestions for activities during the picnic. Mr. Koch is to work on this notice which is to be inserted in the next Bulletin.

Jane Maltby, Acting Secretary

MINUTES OF MEETING

The regular bimonthly meeting of the Governing Board of PISEA was held on September 11, 1957 in the Field Crop's conference room. The following members were present:

A. M. Halweg	Jane Maltby
Norman Jack	Jacqueling House
Walter Scholl	Herbert Fisher
Jeannette Frenzel	Carolyn Daly
J. D. Rowan	Ronald Menzel
Helen Finley	Hardy Tharp
Forrest Bell	Charles Cunningham
Miriam Bergman	

Mr. Alfred Halweg, Vice President presided in the absence of the President.

The minutes of the last meeting were approved.

Mr. Scholl reported on the sign board, stating that an outdoor sign would cost \$300.00. He presented samples of wooden frames that could be used for menus and notices to be placed in the elevators. Permission would have to be granted by Mr. Logan before such frames could be installed permanently. Mr. Scholl offered to make the frames. The committee approved Mr. Scholl's suggestion. Dr. Bell reported that the menus placed in the elevators were very good as they eliminated the calls to the cafeteria. He suggested that each committee chairman change the signs if they were to be used. A motion was made to charge one half of the cost of the signs to the cafeteria and one half to activities.

Mr. Fisher reported that the Gun Club was shaping up nicely and that additional contributions were being solicited from the members of the Gun Club, and also that they had gained some new members from the publicity that they received in the bulletin.

Profit from the Spring Dance was \$24.10. Over 200 people attended.

Mr. Fisher reported on the Square Dance, stating that one dance would be free. The price of season tickets would be \$2.00 up until November 1, then the charge would be \$2.25 until the end of the year. Single tickets would be \$.35. He said that final arrangements would have to wait until Dr. McKay would return. \$57.60 was left from last season.

Helen Finley reported that the Harvest Show would be held on the 22nd and 23rd of October. She asked that anyone having slides contact her, also, she wanted someone to act as Judges.

Caroline Daly reported on Activities. She reported that there was not enough response to have a station picnic. On the Christmas program she reported that letters were sent to various chain stores for donations for prizes. A discussion followed regarding the \$75.00 allotted for the Christmas Program. It was decided that the \$75.00 was to be used only for the program and to be spent at the Committee's discretion.

Roberta Ma reported that there was no activity by the Choral Club during the summer. However, they were planning both a Thanksgiving and Christmas Program. Also, that they would like to have more members and that they needed some tenor voices.

Mr. Halweg reported on the Discount Committee stating that 1/2 ton of walnuts were purchased showing a profit of \$11.80.

Membership committee reported 765 regular members and 6 associate members. The letter regarding a charge of \$.75 for replacing a lost membership card was read. A discussion followed whether this procedure was in accordance with parliamentary law.

Dr. Bell reported that the cafeteria was from 2 to 4% in the red, but felt that it was due mainly to the amortization of kitchen equipment. Also, that the patronage was down since last year.

The meeting was adjourned at 11:25.

Mrs. M. Bergman
Secretary

BI-MONTHLY MEETING

13 November 1957

*- - *

The bi-monthly meeting of the Governing Board of the PISEA was held on Wednesday, 13 November 1957 in the Field Crops Conference Room. The following persons were present:

1. F. G. Bell
2. Elizabeth Bracey (Personnel; for Mr. Leffler)
3. C. H. Cunningham (Welfare Association)
4. Carolyn Daly
5. R. S. Dyal
6. Helen Finley
7. H. H. Fisher (NC)
8. Jeannette Frenzel
9. E. James Koch (President)
10. Roberta Ma
11. Jane Maltby
12. C. B. Marcus
13. Leola Pearson (for Miss Boyd and Mrs. Bergman)
14. Mary Louise Reiff (PD)
15. W. H. Tharp

Minutes of the last meeting were approved.

A report on the Fall Festival was given.

Spring Dance:

Planned for Friday, 2 May 1958; joint sponsorship of ARC and PI; tickets will be on sale by Dance Committee.

Hobby Show:

Plurality wants the hobby show held each year as determined by vote of those present. It was understood that ARC should be contacted with the thought that a joint hobby show might be held.

Christmas Party:

Mrs. Daly reported on progress and plans of the Christmas Party to be held in the Plant Industry Station Auditorium, 20 December 1957 (Friday).

A question had arisen, Mrs. Daly said, concerning costume disposition after their use by participants in the program. After consideration of many factors, such as storage, reusage, etc., it was decided to permit the wearers to keep them.

Door prizes for the Christmas Party have been solicited from local businesses. \$75 is to be spent for the program. If any money is left over it can be used for additional prizes.

Sunny Side Road:

Improvement discussed. Mr. Dyal pointed out specifically the hazardous railroad crossing as needing to be improved. Motion was made by Mr. Koch that the Association write to Mr. Lastner requesting that something be done to improve the safety of this road that is travelled by a great many members

of this Committee as well as many other employees from Plant Industry Station. The motion was seconded by Mr. Fisher. Mr. Fisher also stated that more people would use the road if made safer.

Treasury Report:

The report was given and it was moved to sponsor a \$10 membership for the Concert.

Choral Group:

Activities and plans of the Choral Group were discussed.

Miscellaneous Reports:

A membership report was given by Mrs. Frenzel. At present there are 786 members which is an increase of 3 more than last year.

An Athletic reported was presented by Mr. Marcus. Two courts for horse shoe pitching are to be built. The Gun Club house at ARC range should be completed by Spring.

Mr. Bell stated that the PI cafeteria has gone in the hole quite consistently. The placing of a Suggestion Box at the cafeteria was discussed. A new Cafeteria Committee will be selected. Mr. Halweg is to be asked to take of this.

Publication of the News Bulletin was mentioned. It is hoped that it can be published on time hereafter.

The Annual Meeting of the Employees Association will be held on December 11. Committee Chairman were asked to prepare reports for this meeting.

It was reported that 102 people have signed up to receive polio shots.

It was reported that the Bridge Club is growing steadily.

Mr. Cunningham was asked if he would like to make a statement. He said he had no comments to make.

Mr. Bell Moved to adjourn.

was received from the Welfare Association from downtown for Clerical help.

Mrs. Frenzel, Goodwill and Membership Chairman reported that we have 786 regular members and 6 associate members.

Mr. Koch reported that the associate membership was \$1.00 per year and that \$.75 would be the amount of the dues for the whole or any part of a year membership.

Mrs. Reiff reported that she received 96 calls on Housing and Transportation.

Mr. Koch reported that letters had been writted to Montgomery County requesting a policeman be stationed at New Hampshire and Powder Mill Road regularly, and to Prince George County requesting improvement of Sunnyside Road. Also, that 102 people at PIS had signed up for polio shots. He has publicized reduced rates at four hotels in New York and two motels at Ocean City, Maryland.

Treasurer reported \$460.03 opening balance with gross receipts of \$720.66 plus \$142.67 funds for the Choral Group and Square Dance and gross disbursements of \$838.69 leaving a balance of \$342.30.

Mrs. Henry asked about the disposition of Symphony Concert tickets. These tickets will be given to the Choral Club for distribution. Dr. Ma gave a more detailed account of the Choral Group's finances. A motion was made by Mr. McCarthy that \$25.00 be given to the Choral Club. The motion was seconded by Mrs. Henry and was passed.

Mr. Koch reported on the cafeteria situation and a discussion followed regarding the poor quality of food, etc. Mr. Halweg stated that he would appoint a committee of 3-5 people after January 1 to go into all the details.

Mrs. Wagner suggested that gifts be given to the Rosewood School for mental patients. Mr. Koch stated that publicity would be given in the bulletin if she desired it. He felt that it was not the responsibility of the association to appoint a chairman for this special project that each group would make their own decision as to whether they would participate or not.

Mr. Koch presented the new officers. A. Halweg, President, J. McKay Vice Pres., A. Renk, Treasurer, R. Menzel, Editor, V. McAlmont, Ass't Editor. The Councilors are: L. Pearson, S. Pranger and E. Warchel.

Mr. Halweg complimented James Koch on the excellent performance of his duties as president.

The meeting was adjourned at 11:30 A. M.

Respectfully submitted,

Miriam Bergman
Miriam Bergman, Secretary

1958

MINUTES OF MEETING
Plant Industry Station Governing Board

March 5, 100:00 a.m.

The meeting was called to order by President Halweg.

The minutes of the annual meeting held December 11 were read. Correction is to be made that the Camera Club is not defunct. The minutes stand approved as corrected.

The Treasurer stated that there is a bank balance of \$371.67, which includes funds earmarked for the Choral Group and the Square Dance Committee.

Mr. Halweg reviewed briefly how discount deals were handled in the past year. He emphasized that he was not in favor of handling as many this year because of the official time involved and our susceptibility to criticism, as indicated by several complaints from supervisors. After some discussion, the Board passed a motion that a committee of three be appointed to make decisions on the deals to be handled and the judgment of the committee would be accepted by the Board.

Mr. Halweg reviewed the financial picture of the cafeterias. He stated that serious consideration is being given to leasing out the USDA cafeteria facilities to a private concern. Presently the Welfare Association holds any profits from the cafeteria function but could not legally do so if the cafeterias were leased to a private organization as any profits would go into miscellaneous receipts of the Treasury. The matter has been turned over to Mr. Betts, Head of Department Personnel, for study and recommendation and action is to be taken in the Secretary's Office. If a decision were made to lease the cafeterias, our chances would be remote of having a cafeteria at the Station and Log Lodge on the basis of one meal a day. Mr. Halweg expects to talk with Mr. Starkey to see if he has been contacted by Mr. Betts. Mr. Halweg suggested that this Board should draft a resolution to present to Starkey for transmittal to Mr. Betts stating our position and recommendation on the cafeteria situation at the Station. The Board passed a motion that a resolution be drawn up stating our position and recommendation. Mr. Halweg is to select two people to work on this.

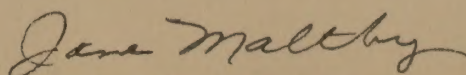
Mr. Halweg stated that the chairmanship of the Activities Committee is to be the responsibility of the Soil and Water Conservation Research Division beginning in May for one year. Walter Scholl is to contact SWC to see what progress is being made on this appointment.

Dr. McKay suggested distributing notices on discount deals directly to the councillors for them to pass out rather than sending them to the contact people. This would save considerable time and energy. The Board was in favor of this move.

Mr. Rowan made a suggestion that we delegate Mrs. Riess the responsibility of keeping the bulletin board in the cafeteria up to date and the Board approved.

The point was raised that we do not have a property custodian and that this function is becoming necessary. Mr. Halweg is to appoint a property officer and will also contact Mr. Logan relative to possible storage space.

Meeting adjourned at 11:30 a.m.


Jane Maltby, Secretary

MINUTES OF MEETING
Plant Industry Station Governing Board

- June 27, 1958

The meeting was called to order by President Halweg.

The secretary read the minutes of the previous meeting. There were no suggestions for changes.

Mr. Halweg reviewed the situation relative to the renewal of permit for the operation of the cafeteria system. The Secretary has signed the permit renewal for the operation of the cafeterias by the Welfare Association of the Department with the provision that the number on the supervisory committee be reduced to five. The permit this year for the first time states that the Welfare Association is authorized to operate the cafeterias at Beltsville.

Mr. Halweg reported on the discussion between our Association and that of the Center relative to having a combined hobby show. Inquiries were sent out and due to lack of interest, it was decided not to have one.

Mr. Halweg asked Walter Scholl to get in touch with Walter Armiger, Activities Chairman, to ask him to contact the former Activities Chairman for pointers on the fall flower show.

John Schubert is to be our property custodian. He has located storage space in the SWC Division.

According to the bylaws, a meeting of the Board should be held bimonthly; therefore, Mr. Halweg is calling a meeting on Wednesday, July 16, in order to catch up.

Mr. Rowan reported that the profits from the May Dance were \$181.43, in which we share half.

Mr. Halweg is to write to Montgomery County requesting that a policeman be stationed at Cherry Hill road and Powder Mill Road during the afternoon rush period.

Mr. Halweg presented the budget for this year. It was moved and seconded that the budget be adopted as presented with an additional provision of \$30 for Unit Athletics.

Meeting adjourned.

Jane Maltby, Secretary

MINUTES OF MEETING
Plant Industry Station Governing Board
August 20, 1958, 9:00 a.m.

The meeting was called to order by President Halweg.

The secretary read the minutes of the previous meeting. There were no corrections or additions.

Mr. Halweg discussed the cafeteria situation. He said it looks very much as if there will be improvement in the management of the cafeteria under the new committee. There have already been physical improvements and we can look forward to further improvements.

Mr. Fisher reported on a meeting of the Cafeteria Board downtown to which he attended. He indicated that the Plant Industry Station cafeteria last month showed a profit of \$289. Food prices have remained the same, and therefore it remains that the margin of profit could possibly be from improved management.

Walter Scholl reported on the status of the Activities Committee in the absence of the Chairman. Mr. W. W. Pate, SWC, has been made Chairman of the Christmas Program, Mary Jane Kellerman has been made chairman of the distribution of circulars, etc., and Mr. Armiger has been trying to enlist some one to head up the fall flower show.

Mr. Halweg asked Herb Fisher to write an article for the next issue of the Bulletin on the status of the Gun Club building and other activities of the Club.

Mr. Scholl presented for consideration a circular distributed by the B&O RR announcing a Colorado vacation. On the circular Walter Armiger was listed as a member of the committee to contact. The Board agreed that we should voice our disapproval of the method of listing our Activities Chairman as a point of contact by individuals receiving the circular and showing interest.

Mr. Rowan reported that interest had been shown in dance instructions being held at Beltsville since dance instructions will be held under the sponsorship of the ~~Research~~ Recreation Association in town. Mr. Rowan contacted Mr. Cunningham of the Activities Office and learned that the dance instructor would be willing to conduct a class at Beltsville, for members of our Association and that of the Research Center, if we would be willing to undertake making the arrangements such as locating a place and all the other details involved, initially and during the course of the instructions.

Herb Fisher asked that the square dance committee be designated soon.

Mrs. Reiff gave the financial report in the absence of Alice Renk. The balance on hand is \$616.38.

Walter Scholl mentioned that the weeds growing over the log curbing along the parking area in the rear of the Soils Building should be removed to facilitate parking. Mr. Halweg is to contact the Superintendent's Office about having them removed.

Mr. Fisher asked if we knew of any developments relative to the improvement of Sunnyside Avenue (or Road). Mr. Halweg said he heard that improvement of the road has been included in the Maryland budget for 1959.

Meeting adjourned at 10:00 a.m.

Jane Maltby, Secretary

USDA-ARS
AGRICULTURAL ENGINEERING
RESEARCH BRANCH

AUG 20 2 35 PM

MAIL & FILES

MINUTES OF MEETING
Plant Industry Station Governing Board
October 22, 1958, 9:00 a.m.

The meeting was called to order by President Halweg.

The secretary read the minutes of the previous meeting. There were no corrections or additions.

The treasurer gave a financial report. The balance as of October 20 was \$698.59.

The Department has agreed that the polio and flu shots will be given out here rather than at the Department for ARC people.

The cafeteria operating committee for the USDA cafeterias has hired a cafeteria manager to report about the middle of November.

Mr. Rowan reported that dancing lessons have started, with 35 people enrolled. Some will be held in the community house at the Adelphi Mill and others will be held at the Log Lodge.

Mr. Halweg reported for the Activities Committee. Tickets for Cinerama will be available through Mary Jane Kellerman.

Mr. Halweg asked if we could not coordinate the release of our bulletin with that of the Research Center. Mrs. McCalmont said it is a good idea and would so do.

Mr. Halweg said that through our sponsor membership in the Agricultural Symphony Orchestra we will be entitled to six tickets for each concert. The Board discussed the best way of picking the recipients of these tickets and it was agreed that the secretary should distribute them on a rotation basis to the counsellors for them to make the selection.

Mr. Halweg announced that the annual meeting of the employees will be held on December 3. A committee should be appointed for nominating new officers for the coming year. We are to contact Mr. Halweg for any suggestions for appointees to the nominating committee.

There will be a pecan deal but we are waiting for a price quotation.

Dr. McKay mentioned that some counsellors are not clear as to who their own contact people are. This should be straightened out and a check is to be made to see if there is a list of them in a previous bulletin.

The meeting adjourned at 10:30 a.m.

Jane Maltby, Secretary

MINUTES OF ANNUAL MEETING - PISEA

December 3, 1958

The annual meeting of PISEA was held on December 3, 1958, at the Plant Industry Station Auditorium, and was called to order by President Halweg at 9:15 a.m. There were approximately 20 members present.

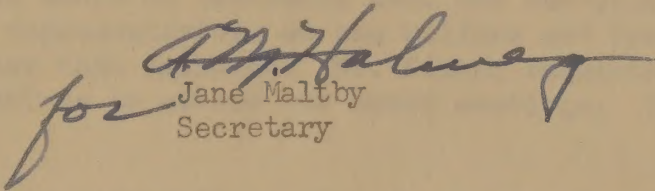
The minutes of the 1957 annual meeting were read and approved.

Reports were made by the Chairman of the Goodwill-Membership Committee, the Discount Committee, and the Treasurer. The President announced that a detailed statement of financial transactions of the Association during the 1958 fiscal year would be published in a forthcoming issue of The Bulletin for the information of all members. No reports were made by the Athletic Committee nor Activities Committee.

There was a considerable discussion of discount deals, and Vice-Pres. McKay explained the attitude of his committee. Some of the membership dis-satisfaction stems from the fact that ARCEA continues to handle most discount deals that come along, whereas in 1958 PISEA handled only the pecan deal. A motion was made by E. James Koch and seconded by Mary Louise Reiff that PISEA handle the same discount deals that are handled by ARCEA. After considerable discussion, this motion was amended to read as follows: "it is recommended that PISEA Governing Board handle the same discount deals that are handled by ARCEA". This amended motion was duly seconded and passed by a vote of 10 to 3. President-elect McKay stated that this matter would be given due consideration by the 1959 Governing Board.

President Halweg announced the results of the election of officers for 1959, as certified to him by the Secretary, and published in the December Bulletin.

There being no further business, the meeting adjourned.


for Jane Maltby
Secretary

12/3/58

MINUTES OF MEETING
Plant Industry Station Governing Board

March 18, 1959

The meeting was called to order at 9:00 a.m. by President McKay.

The minutes of the annual meeting held December 3, 1958, and of the meeting of the Governing Board held October 22, 1958, were read and approved.

The various committee chairmen made reports as follows:

Membership: We now have 661 regular and 12 associate members. Still more members to come.

Athletics: No report to make.

Square Dance: Still solvent

Transportation: Still active.

Treasurer: Present balance in bank, \$1275.71. Balance on hand on December 1, 1958, was \$600.23. Revenue since then has been \$90.71 dance profits, \$512.00 membership dues, \$101.73 profit from pecan deal, and \$120.00 for expenses of The Bulletin.

Dr. McKay stated that we should formulate our budget plans for this year and asked each committee chairman to submit his estimate well in advance of the next meeting.

Mr. Rowan reported that there are no immediate plans relative to discount handling. He is open for volunteers to run deals. The Board recommended that the pecan and black walnut deals be run again. There was discussion as to whether a requirement should be made that purchasers make payment by check rather than cash in order to relieve the contact persons of handling cash. The matter was tabled until further thought is given to it. }

The suggestion was made that it would be desirable that the two-year terms of the ^{two} Plant Industry Station representatives on the Welfare and Recreation Association Board overlap rather than coincide. Mr. Fisher suggested that we ask one of these representatives to attend our board meetings. Dr. McKay is to follow up on this.

Dr. McKay called attention to the desirability of each member of our board appointing an alternate to attend the meetings in his absence.

Dr. McKay reported that a large plate and punch bowl of the set owned by PISEA and loaned for social affairs ~~has~~ been broken. The expenditure for replacement of the plate is \$10 and under \$15 for the bowl. It was moved, seconded, and passed that we authorize payment for replacement of these two items. It was agreed that we should develop a policy relative to future replacements and this matter is to be brought before the Board in the future.

Dr. McKay reported that the matter of dead limbs from trees overhanging the parking area behind the Soils Building and the concrete markers being an obstruction had been brought to the attention of the Superintendent's Office.

He also reported that the new Activities Chairman taking office about June 1 will be W. J. Biehl, Personnel Division. He will also have the responsibility

0 Bureau representing

MINUTES OF MEETING
Plant Industry Station Governing Board

March 18, 1939

The meeting was called to order at 2:00 a.m. by President McKay.

The minutes of the annual meeting held December 3, 1938, and of the meeting of the Governing Board held October 12, 1938, were read and approved.

The various committees chairmen made reports as follows:

Membership: We now have 661 regular and 12 associate members. Still more members to come.
Athletics: No report to make.
Square Dance: Still active.
Transportation: Still active.
Treasurer: Present balance in bank, \$1275.71. Balance on hand on December 1, 1938, was \$800.23. Revenue since then has been \$20.71. Dance profits, \$212.00 membership dues, \$101.73 profit from program deal, and \$120.00 for expenses of the Bulletin.

Dr. McKay stated that we should formulate our budget plans for this year and asked each committee chairman to submit his estimate well in advance of the next meeting.

Mr. Rowan reported that there are no immediate plans relative to discontinue handling. He is open for volunteers to run deals. The Board recommended that the poem and black walnut deals be run again. There was discussion as to whether a reupholster should be made that purchasers make payment by check rather than cash in order to relieve the contact persons of handling cash. The matter was tabled until further thought is given to it.

The suggestion was made that it would be desirable that the two-year terms of the Plant Industry Station representatives on the Welfare and Recreation Association Board overlap rather than coincide. Mr. Fisher suggested that we ask one of these representatives to attend our board meetings. Dr. McKay is to follow up on this.

Dr. McKay called attention to the desirability of each member of our board appointing an alternate to attend the meetings in his absence.

Dr. McKay reported that a large plate and punch bowl of the set owned by FISER and loaned for social affairs has been broken. The expenditure for replacement of the plate is \$10 and under \$15 for the bowl. It was moved, seconded, and passed that we authorize payment for replacement of these two items. It was agreed that we should develop a policy relative to future replacements and this matter is to be brought before the Board in the future.

Dr. McKay reported that the matter of dead limbs from trees overhanging the parking area behind the Sells Building and the concrete markers being an obstruction had been brought to the attention of the Superintendent's Office.

He also reported that the new Activities Chairman taking office about June 1 will be W. J. Biehl, Personnel Division. He will also have the responsibility

Plant Industry Station Governing Board

for the 1959 Christmas program.

Mr. Rowan reported that the ballroom dance class met last Monday but did not have enough participants. It will start next Monday but more participants are needed. He also said that the bulletin board in the cafeteria needs weeding out ever so often and suggested that we authorize the manager to so do this. He stated that when the cafeteria is in need of emergency repair to facilities, such as the water fountain, it takes a couple of days to get service from the downtown cafeteria. It was suggested that we ask our representative on the Welfare and Recreation Association Board to request that some arrangement be made for better emergency service.

Meeting adjourned at 10:15 a.m.

Jane Maltby
Secretary

Jane Maltby, Secretary

for the 1959 Christmas program.

Mr. Rowan reported that the ballroom dance class met last Monday but did not have enough participants. It will start next Monday but more participants are needed. He also said that the bulletin board in the cafeteria needs to be replaced. He stated that the bulletin board is in need of emergency repair to facilities, such as the water fountain, it takes a couple of days to get service from the downtown cafeteria. It was suggested that we ask our representative on the Welfare and Recreation Association Board to request that some arrangement be made for better emergency service.

Meeting adjourned at 10:15 a.m.

Jane Malby
Secretary

MINUTES OF MEETING
Plant Industry Station Governing Board

May 20, 1959

The meeting was called to order at 9:00 a.m. by President McKay.

The minutes of the previous meeting were read and approved.

Elton Nelson and Bernie Connell were present as representatives of ARS on the Welfare and Recreation Association. Dr. Nelson explained the activities of the Association and Mr. Connell explained the loan system. Dr. McKay asked Dr. Nelson and Mr. Connell if one of the other could attend future meetings of our Association.

The matter of handling cash collected for discount deals was tabled for further consideration at the next meeting.

The matter of emergency repair of facilities at the cafeteria was brought up and Dr. Nelson and Mr. Connell were asked to present the case to the Welfare and Recreation Association at its next meeting.

A proposed budget for 1959 was presented to the board. Mr. Stearns presented a request for \$300.85 for athletics, which included a new proposal of \$100 for the Archery Club, to be matched by the Research Center. The Board approved the request subject to approval of the Research Center Association to match the amount.

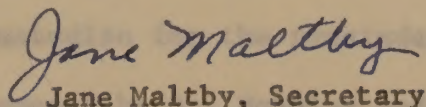
Mrs. McCalmont presented an item of \$350 for The Bulletin, and asked the Board's opinion about increased payment for services of typing and multilithing when The Bulletin is longer than average. The Board suggested that an established amount be determined for each page and that payment be made according to the number of pages of each issue.

Jim Koch presented an item of \$20 for the Bridge Club, which would be used for purchasing of playing cards.

The motion was made, seconded, and carried that the Board accept the entire budget as presented.

Mrs. McCalmont mentioned that she had been asked by the Choral Group to multilith the program for its next presentation. It was suggested that the Research Center might do the printing since the PISAE did it for the last program. The Board voted in favor of authorizing Mrs. McCalmont to do whatever seems right in arranging for the multilithing.

Meeting adjourned at 10:30 a.m.


Jane Maltby, Secretary

check

MINUTES OF MEETING
Plant Industry Station Governing Board
May 20, 1959 — *I think this should be July*

The meeting was called to order at 9:00 a.m. by President McKay.

The minutes of the previous meeting were read and approved.

Mr. McAuley, Personnel Division, met with the group and explained the type of Christmas Program which the Personnel Division would be willing to put on this year.

In the absence of the Treasurer, the Secretary gave the following report: Balance on hand, \$934.14; in addition, cash on hand of \$61.00 from membership dues.

Mr. Biehl had nothing to report on Activities.

Ben Stearns, reporting for Athletics, said that the Research Center will support the Archery Club in the amount of \$100, matching our \$100. He said there is need for a place to store athletic equipment.

There was no report for the Bridge Club as Mr. Koch is on vacation.

No membership report in the absence of Mrs. Frenzel.

Mr. Rowan reporting for the Spring Dance Committee said that reservations have been made at the Crystal Ballroom for the spring dance next year.

Dr. McKay, reporting for the Square Dance Committee, said that 8 dates have been reserved for next year at the Log Lodge.

No transportation report in the absence of Mrs. Reiff.

Mrs. McCalmont reported on the status of operations in getting the Bulletin multilithed and assembled.

The matter of handling cash money by contact persons during discount deals was brought up. It was agreed that the following motion would be considered at the next meeting: "It is the policy of the Governing Board that it will assume no responsibility for money (cash or check) collected from employees for benefits consummated by the contact persons; the responsibility of any money so collected rests solely with the employee making the purchase through the contact person. The Board recommends that the transactions be made by check."

The motion was made, seconded, and carried that the Board purchase a sponsor membership (\$10.) to the Agriculture Symphony Association, for the 1959-60 season.

Dr. McKay appointed Ben Stearns^r as property custodian for the remainder of the year.

The Board discussed the Christmas program proposed by Mr. McAuley and agreed that we will be willing to accept whatever type program the Personnel Division presents. Mr. Scholl raised the question as to who is responsible for damages if an

MINUTES OF MEETING
Plant Industry Station Governing Board
May 30, 1959

The meeting was called to order at 9:00 a.m. by President McKay.

The minutes of the previous meeting were read and approved.

Mr. McAuley, Personnel Division, met with the group and explained the type of Christmas Program which the Personnel Division would be willing to put on this year.

In the absence of the Treasurer, the Secretary gave the following report: Balance on hand, \$934.14; in addition, cash on hand of \$61.00 from membership dues.

Mr. Stahl had nothing to report on Activities.

Mr. Stearns, reporting for Athletics, said that the Research Center will support the Archery Club in the amount of \$100, matching our \$100. He said there is need for a place to store athletic equipment.

There was no report for the Bridge Club as Mr. Koch is on vacation.

A membership report in the absence of Mrs. Frenzel.

Mr. Rowan reporting for the Spring Dance Committee said that reservations have been made at the Crystal Ballroom for the spring dance next year.

Mr. McKay, reporting for the Square Dance Committee, said that 8 dates have been reserved for next year at the Log Lodge.

A transportation report in the absence of Mrs. Ralff.

Mr. McCallum reported on the status of operations in getting the Bulletin published and assembled.

A matter of handling cash money by contact persons during discount deals was brought up. It was agreed that the following motion would be considered at the next meeting: "It is the policy of the Governing Board that it will assume responsibility for money (cash or check) collected from employees for benefits furnished by the contact persons; the responsibility of any money so collected rests solely with the employee making the purchase through the contact person. The Board recommends that the transactions be made by check."

A motion was made, seconded, and carried that the Board purchase a sponsor membership (\$10.) to the Agriculture Symphony Association, for the 1959-60 season.

Mr. McKay appointed Ben Stearns as property custodian for the remainder of the year.

The Board discussed the Christmas program proposed by Mr. McAuley and agreed that it will be willing to accept whatever type program the Personnel Division presents. Mr. Scholl raised the question as to who is responsible for damages if an

MINUTES OF MEETING

individual is injured on the rifle range or the archery course. This matter is to be investigated further by Dr. McCracken through contact with a representative of the General Counsel at a meeting this afternoon.

Meeting adjourned at 10:20 a.m.

Jane Maltby
Jane Maltby, Secretary

The minutes of the previous meeting were read.

The Treasurer reported a balance on hand of \$100.00.

No activities report in the absence of Mr. Biall.

Mr. Stearns, reporting for the Athletics Committee, said that Mr. Biall will store the baseball equipment in a cabinet and also the Santa Claus suit.

Mr. Koch, reporting for the Bridge Club, said that they have a membership of 34 couples. He said that difficulty is encountered in collecting the \$5.00 dues from each member for each meeting as they are not allowed to collect money on the premises of the club house. He asked the Board for an additional advance of funds. The Board moved, seconded, and carried that the President of the Bridge Club be asked to collect each dues from members. The Board moved, seconded, and carried that the President of the Bridge Club send a memorandum to the members requesting that they pay their dues in advance.

No membership report in the absence of Mrs. Frosch.

No Square Dance report in the absence of Mr. Devoy.

No transportation report in the absence of Mrs. Baiff.

Mr. Koch, reporting for the Choreographers, said that they are looking for a new director and would appreciate any suggestions.

Old Business

Concerning the handling of cash money by contact persons during diacount meals, a draft of the following motion was prepared at the last meeting: "It is the policy of the Governing Board that it will assume no responsibility for money (cash or check) collected from employees for benefits consumed by the contact persons; the responsibility of any money so collected rests solely with the employee making the purchase through the contact person. The Board recommends that the transactions be made by check."

The motion was made, seconded, and carried that the above statement be accepted as read. The Board asks the Editor to publish this statement in the next issue of the Bulletin.

individual is injured on the rifle range or the archery course. This matter is to be investigated further by Dr. McCracken through contact with a representative of the General Council at a meeting this afternoon.

Meeting adjourned at 10:20 a.m.

Jane Maitby, Secretary

MINUTES OF MEETING
Plant Industry Station Governing Board
September 16, 1959

The meeting was called to order at 2:00 p.m. by Vice President Rowan.

The minutes of the previous meeting were read and approved.

The Treasurer reported a balance on hand of \$796.~~76~~. 802.76

No activities report in the absence of Mr. Biehl.

Mr. Stearns, reporting for the Athletics Committee, said that Mr. Rials will store the baseball equipment in a cabinet and also the Santa Claus suit.

Mr. Koch, reporting for the Bridge Club, said that they have a membership of 44 couples. He said that difficulty is encountered in collecting the 50¢ dues from each member for each meeting as they are not allowed to collect money on the premises of the club house. He asked the Board for an additional advance of funds. The Board moved, seconded, and carried that the President of the Bridge Club be asked to collect back dues from members. The Board moved, seconded, and carried that the President of the Bridge Club send a memorandum to the members requesting that they pay their dues in advance.

No membership report in the absence of Mrs. Frenzel.

No Square Dance report in the absence of Mr. Davey.

No transportation report in the absence of Mrs. Reiff.

Mr. Koch, reporting for the Choraleers, said that they are looking for a new director and would appreciate any suggestions.

Old Business

Concerning the handling of cash money by contact persons during discount deals, a draft of the following motion was prepared at the last meeting: "It is the policy of the Governing Board that it will assume no responsibility for money (cash or check) collected from employees for benefits consumated by the contact persons; the responsibility of any money so collected rests solely with the employee making the purchase through the contact person. The Board recommends that the transactions be made by check."

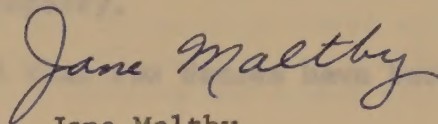
The motion was made, seconded, and carried that the above statement be accepted as read. The Board asks the Editor to publish this statement in the next issue of the Bulletin.

Dr. McCracken discussed with a member of the General Counsel staff at the last meeting of the Welfare Association the matter of who is responsible for injuries sustained by individuals on the rifle range or archery course. His reply was that unless the person who is injured can prove negligence on the part of the group there is no case against the Association and he thought that we need not worry. Dr. McCracken is to take up this matter further with the General Counsel to get a legal opinion. The presidents of the Rifle Club and Archery group should be invited to attend the next meeting.

It was suggested that we might obtain through the Office of Information and outside organizations movies of interest to people at the station. This matter is to be investigated further.

It was suggested that there might be interest in scheduling the Army Field Band for a performance at the Station after working hours. This suggestion met with the Board's favor and negotiations should be made through the Activities Chairman, Mr. Biehl.

Meeting adjourned at 3:15 p.m.



Jane Maltby
Secretary

MINUTES OF MEETING
Plant Industry Station Governing Board
November 18, 1959, 9:00 a.m.

The meeting was called to order by President McKay.

The minutes of the previous meeting were read and approved.

The Treasurer reported a balance on hand of \$774.14.

Mr. Biehl reported that the Christmas program plans are under way. The program will be on December 23 at 3:30 p.m.

Mr. Stearns reported that both bowling leagues are under way with 14 teams in the Men's League and 10 teams in the Mixed League.

Mr. Koch had nothing new to report other than he has collected most of the back dues.

Mrs. Frenzel said that as of November 13 we have 762 members and 16 associates.

Mrs. Reiff obtained 7 rides and a rotator and rented 3 houses.

Mr. Stearns had nothing new to report on property.

Dr. McKay, for the square dance group, said that two dances have been held and were well attended.

Mr. Koch told us that the Choraleers will be putting on a Thanksgiving program.

Mr. Rowan said the pecan and date deal is closed and \$3,200 was collected.

Old Business:

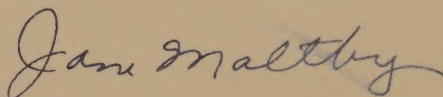
The question of putting on movies was raised and discussed. Dr. McKay appointed Mr. Rowan, Mr. Swanson, and Mrs. Warchol as a group to look into the matter of showing movies and the ramifications involved and present their considerations and findings to the Board.

New Business:

Article ^{IV}III, section 2 of the Constitution and Bylaws needs revision to bring it in line with the reorganization of the Divisions.

The annual meeting will be held on December 2. Committee chairmen will need to present reports at this meeting.

Meeting adjourned at 10:00 a.m.


Jane Maltby, Secretary

MINUTES OF ANNUAL MEETING - PISEA

December 2, 1959

The annual meeting of PISEA was held on December 2, 1959, at the Plant Industry Station Auditorium, and was called to order by President McKay at 8:15 a.m. There were over 100 members present.

The minutes of the 1958 annual meeting were read and approved.

The Treasurer gave her report on the status of funds, which showed a balance of \$769.14.

The following committee reports were given, copies of which are appended to the minutes: Activities, Athletics, Bridge, Choraleers, Membership and Goodwill, Transportation and Housing, Square Dance, and Spring Dance, and a report by Mr. Rowan on discounts. Also attached is a copy of the President's remarks on his activities.

The President mentioned that the Board of Directors had considered the possibility of showing movies at the Station, especially those produced by USDA. A committee was appointed to consider all angles and the Board recommended that the incoming officers take this matter under advisement.

President McKay announced the results of the election of officers for 1960, as certified to him by the Secretary, and initiated the new officers.

There being no further business, the meeting adjourned at 9:15 a.m.

Jane Maltby
Secretary

PLANT INDUSTRY STATION EMPLOYEES STATION

Annual Report of Treasurer 1959

Balance as of December 2, 1958	\$ 600.23	
Receipts Dec. 2, 1958 to Dec. 2, 1959	4,910.52	
	Total	\$ 5,510.75
Disbursements Dec. 2, 1958 to Dec. 2, 1959	4,316.16	
BALANCE ON HAND December 2, 1959		\$ 1,194.59 *
Includes \$425.45 collected for black walnuts		
Actual balance of PISAE funds		\$ 769.14

Table 16.--Comparative abundance of the species of stored grain insects found in samples of wheat taken from the test bins, 1953-56

Source of samples and species of insects ^{1/}	Proportion of species of insects in samples taken during:												Total insects found	Percent of total
	1953			1953-54			1954-55			1955-56				
	June- July	Aug.- Oct.	Nov.- Jan.	Feb.- Apr.	May- July	Aug.- Oct.	Nov.- Jan.	Feb.- Apr.	May- July	Aug.- Oct.	Nov.- Jan.			
Treated series	Pct.	Pct.	Pct.	Pct.	Pct.	Pct.	Pct.	Pct.	Pct.	Pct.	Pct.	Number	Pct.	
Saw-toothed grain beetle	66.7	90.7	86.7	96.7	90.3	91.7	20.9	24.3	9.0	3.6	0	1191	71.0	
Dermostidae ^{2/}	0	7.0	8.0	3.3	9.7	8.0	79.1	75.7	91.0	96.4	100.0	476	28.2	
Red flour beetle	0	0	0	0	0	0	0	0	0	0	0	4	.3	
Indian-meal moth	0	2.3	0	0	0	.1	0	0	0	0	0	2	.2	
Flat grain beetle ^{3/}	0	0	0	0	0	.2	0	0	0	0	0	2	.2	
Cadelle	33.3	0	0	0	0	0	0	0	0	0	0	1	.1	
Total number of insects observed ^{4/}	(3)	(43)	(75)	(30)	(72)	(1007)	(211)	(70)	(22)	(140)	(3)	(1676)		
No treatment--controls														
Lesser grain borer	0	3.2	8.1	51.0	0	87.3	0	0	0	0	0	637	48.0	
Rice weevil	4.0	0	4.3	0	0	0	0	0	0	0	0	8	.6	
Granary weevil ^{2/}	0	5.6	1.2	0	0	0	0	0	0	0	0	9	.7	
Dermostidae ^{2/}	0	0	.6	0	8.4	.1	0	14.3	80.0	99.5	83.4	215	16.2	
Saw-toothed grain beetle	80.0	31.2	20.5	5.1	83.2	5.6	60.8	71.4	10.0	0	0	181	13.7	
Flat grain beetle ^{3/}	4.0	19.2	41.0	8.4	4.2	6.1	39.2	14.3	0	0	8.3	152	11.5	
Indian-meal moth	0	0	10.0	0	0	0	0	0	10.0	.5	8.3	63	4.8	
Red flour beetle	8.0	6.4	11.8	35.5	0	.9	0	0	0	0	0	56	4.2	
Cadelle	4.0	0	2.5	0	0	0	0	0	0	0	0	5	.3	
Total number of insects observed ^{4/}	(25)	(125)	(161)	(59)	(24)	(676)	(28)	(14)	(10)	(192)	(12)	(1326)		

^{1/} The scientific names of the insects listed herein can be found in USDA Farmers Bulletin 1260 rev. Aug. 1955.

^{2/} *Trogoderma* spp.

^{3/} Probably a complex of 3 species: *Laemophloeus pusillus* (Schönh.), *L. ferrugineus* (Steph.), and *L. turcicus* Grouv.

^{4/} Numbers in parentheses represent the total number of insects found during each period and are not percentages.

Activities Committee

Plans are under way for the Christmas program to be held in the Auditorium on December 23 at 3:30 p.m. We have asked Secretary Benson to talk to us and hope he can accept. I assumed the chairmanship of the Activities Committee in June of this year, succeeding Walter Armiger, SWC. Mr. Armiger spent considerable time in trying to arrange for a flower show but due to a lack of interest and volunteers to help, a show was not held this year. Under the chairmanship of W. W. Pate, SWC, the 1958 Christmas program was planned and produced.

W. J. Biehl, Chairman

The gun club consisting of 10 members and 10 qualifying men and is now actively engaged competing in the Maryland Shooter's League. No funds had to be appropriated by the association to aid the support of this activity.

A soft ball league consisting of 5 teams was organized in May. A split schedule of 16 games was arranged with 8 games played in the first half and 8 games in the second half. Winners of each half met in a best 2-out-of-3 game series to determine the league winner.

There were not enough golfers in any one class to make up teams and compete this summer in leagues sponsored by the Federal Golf Association. It is believed that next year more interest will be shown in this activity to warrant organizing new teams and possibly several.

Respectfully submitted,



Ben Stearns, Chairman
Athletic Committee

REPORT OF THE ATHLETIC COMMITTEE, PISEA

DECEMBER 2, 1959

Athletic activities during the past year consisted of organized competition in archery, bowling, rifle shooting and softball. These activities were conducted cooperatively by employees of the Plant Industry Station and the Agricultural Research Center.

A stimulated interest in archery has resulted in club membership increasing to 44. During the season a clubhouse and a roving range consisting of 14 targets were constructed. There is also a practice range available to club members.

Two bowling leagues, a men's league consisting of 14 teams, and a mixed league of 10 teams have been organized and are now participating in weekly competition. men - 70-2
mix - 50-1
total = 160

The gun club consisting of 45 members had its annual qualifying meet and is now actively engaged competing in the Maryland Shooter's League. No funds had to be appropriated by the association to aid the support of this activity.

A soft ball league comprising 5 teams was organized in May. A split schedule of 16 games was arranged with 8 games played in the first half and 8 games in the second half. Winners of each half then met in a best 2-out-of-3 game series to determine the league winner. 75
people

There were not enough golfers in any one class to make up teams and compete this summer in leagues sponsored by the Federal Golf Association. It is believed that next year more interest will be shown in this activity to warrant organizing one team and possibly several.

Respectfully submitted,

Ben Stearns

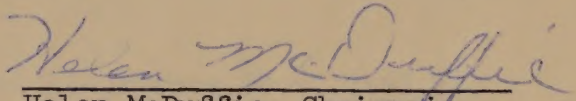
Ben Stearns, Chairman
Athletic Committee

12/1/59

The annual Spring Dance sponsored by the Agricultural Research Center and Plant Industry Station Employees' Association will be held May 1960.

Plans are being completed now for the dance to be held at the Crystal Room, St. Bernard's Parish, Riverdale, Maryland.

Last year there was a total of 353 tickets sold at \$2.25 each for a total of \$794.25. Expenses incurred were \$684.41 leaving a balance of \$109.84 which was divided between the two associations.


Helen McDuffie, Chairmain

Low

MINUTES OF MEETING
Plant Industry Station Governing Board
January 20, 1960

The meeting was called to order by President Rowan.

The minutes of the previous meeting were read and approved.

The motion was made, seconded, and carried that we appoint Catherine Hampshire as Assistant Editor to fill the unexpired term of Howard Hass who resigned shortly after his election.

The motion was made, seconded, and carried that we appoint Dr. Ed Cox to fill the unexpired term of Mrs. Pearson as Councillor from the Administrative Group.

The Treasurer reported a balance on hand as of January 20 of \$769.13.

Mr. Biehl, Activities Committee, reported that the Christmas program was held on December 23.

Mr. Schindler for Activities had nothing new. He said there would be a showing of two films by the Archery and Gun Clubs on February 17 in Room 112 of the Center Building at 7:30 p.m.

Mrs. Frenzel said there were no new members since the annual meeting.

Jim Koch, reporting for the Bridge Club, said they had 14 tables at the last get-together. He had nothing new to report for the Choraleers.

Mr. Rowan suggested that we maintain a list of all Association property and asked that we bring a list to the next meeting if we know of any property and its location. *Jim Koch - Chm*

Dr. McCracken stated that his Association voted at its last meeting to loan us their coffee urn holding 80 cups any time that we desire it.

Mr. Rowan gave out copies of the Constitution and By-laws which should be studied for future consideration, especially revision of Article **IW**, Section 2.

Mr. Rowan said that Dr. McCracken had received a reply to his letter to the General Counsel relative to liability resulting from injury sustained on the Gun Club or Archery Club ranges. A copy of this correspondence is attached as part of the minutes. There was discussion as to whether it might not be wise for the two clubs to incorporate.

John Worthington, attending as an AMS Employee Council member, said there was nothing of interest to report on the last meeting of the Council.

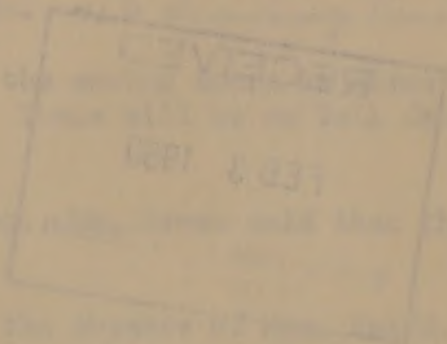
*Educator's Guide to Free Films - 19th Ed. 1959 - Located in Mr. Stockment's
" Progress Service, Randolph, Wisc. office personnel
Mr. Gibson - Motion Picture Service (USDA).*

Mr. Rowan said that the number of records for the player in the cafeteria is diminishing and asked how the group felt about purchasing new records. A motion was made, seconded, and carried that we authorize Mrs. Ritter a budget of up to \$25 a year to buy records.

Mr. Rowan asked that we come prepared to present our budget requests at the next meeting.

Meeting adjourned at 11:00 a.m.

Jane Maltby
Secretary

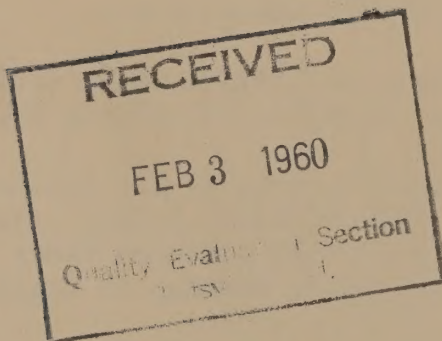


Mr. Rowan said that the number of records for the paper in the calendar is declining and asked how the group felt about purchasing new records. A motion was made, seconded, and carried that we authorize Mrs. Witter a budget of up to \$25 a year to buy records.

Mr. Rowan asked that we come prepared to present our budget requests at the next meeting.

Meeting adjourned at 11:00 p.m.

Jane Witter
Secretary



MINUTES OF MEETING
Plant Industry Station Governing Board
March 16, 1960, 9:00 a.m.

The meeting was called to order by President Rowan. Those present were: Rowan, Scott, Swanson, Plantholt, Cox, Hampshire, Schindler, Stearns, Hoagland (alternate for Kehr), Biehl, Jackson, Mayer, Koch, McCalmont, Frese (alternate for Donaldson), McKay (Res. Center), Menzel, McDuffie, Maltby, and McCracken (Res. Center).

The minutes of the previous meeting were read and approved.

Jim Koch is serving as property custodian, E. C. Scott as Activities Chairman (beginning in May); and Mrs. Iager as Chairman of Transportation and Housing, with Ruby Giddings as alternate.

Mr. Biehl had no report for activities.

Mr. Schindler, reporting for Athletics, said that they are trying to get a golf team up; further work will be done on the Archery Club House and gun range when the weather warms up.

Jim Koch reported that 44 couples are members of the Bridge Club; reporting for the Choraleers, he said that the group is recessing semipermanently due to lack of interest by participants.

Dr. Menzel, reporting on discounts, said that currently tickets are being sold for the show, Ben Hur, and we have an order for \$35.

Mr. Swanson, Editor, reported nothing new.

Mrs. Phillips, Membership Chairman, was absent; Mr. Rowan said that we have 587 members for 1960 and 7 more units to report.

Mr. Rowan said that we have some obsolete music equipment in the cafeteria. The motion was made, seconded, and carried that we dispose of the equipment through bid by advertisement in the Bulletin. *OLD Recordings Donated to Rosewood*

Mrs. McDuffie had nothing new to report on the spring dance as plans are well under way for the dance to be held May 20. There will be no fall dance this year because of lack of interest.

Mr. Davey, Square Dance Chairman, was absent. Mr. Rowan said that the last dance held was successful.

No report on Transportation and Housing in the absence of Mrs. Reiff.

Old Business:

There was correspondence between Mr. Rowan and Mr. Stockment relative to the showing of Department film at the Plant Industry Station. Mr. Stockment's

Treas. Report ?

MINUTES OF MEETING
Plant Industry Station Governing Board
March 16, 1960, 9:00 a.m.

The meeting was called to order by President Rowan. Those present were:
Rowan, Scott, Swanson, Planchet, Cox, Hampshire, Schindler, Stearns, Woodland
(alternate for Kent), Biehl, Jackson, Hayer, Koch, McGinnis, Trease (alternate
for Donaldson), McKay (Res. Center), Mennel, McDuffie, Mallick, and McGinnis
(Res. Center).

The minutes of the previous meeting were read and approved.

Mr. Koch is serving as property custodian, E. C. Scott as Activities Chairman
(beginning in May); and Mrs. Jager as Chairman of Transportation and Housing,
with Ruby Siddings as alternate.

Mr. Biehl had no report for activities.

Mr. Schindler, reporting for Athletics, said that they are trying to get a
golf team up; further work will be done on the Archery Club House and gym
range when the weather warms up.

Mr. Koch reported that 44 couples are members of the Bridge Club; reporting for
the Choralists, he said that the group is recessing semi-permanently due to
lack of interest by participants.

Mr. Mennel, reporting on discounts, said that currently tickets are being sold
for the show, Ben Hur, and we have an order for \$35.

Mr. Swanson, Editor, reported nothing new.

Mrs. Phillips, Membership Chairman, was absent; Mr. Rowan said that we have
587 members for 1960 and 7 more until to report.

Mr. Rowan said that we have some obsolete music equipment in the cafeteria.
The motion was made, seconded, and carried that we dispose of the equipment
through bid by advertisement in the Bulletin.

Mrs. McDuffie had nothing new to report on the spring dance as plans are well
under way for the dance to be held May 20. There will be no fall dance this
year because of lack of interest.

Mr. Davey, Square Dance Chairman, was absent. Mr. Rowan said that the last
dance held was successful.

No report on Transportation and Housing in the absence of Mrs. Biehl.

Old Business:

There was correspondence between Mr. Rowan and Mr. Stockman relative to the
showing of Department film at the Plant Industry Station. Mr. Stockman's

favorable reply was **TREASURER'S REPORT - MARCH 16, 1960**

Revision of the Constitution and Bylaws was discussed. Mr. Rowan appointed Mr. Plancholt, Mr. Cox, and Mrs. Marshall as a committee to draft a revision and present.

BALANCE ON HAND - JANUARY 20, 1960 **\$769.13**

There was further discussion on the action that the Board should take for incorporating our Association in order to prevent any liability to individual members for

Disbursements -	Bulletin	\$48.55		
	Xmas Program	75.86		
	Stationery	13.65		
	Shortage on Walnuts	3.75		
	Freezer Bags	.72		
	Purchase of Records	24.21	\$166.74	\$602.39

The Treasurer **Receipts -** **Proceeds fm. Walnuts** **\$50.25** thrown out and is **50.25** how far back. It was decided that the committee for revision of the Constitution and Bylaws would investigate the matter and take this into consideration when revising the Constitution and Bylaws.

Balance - March 16, 1960 **\$652.64**

New Business

There was considerable discussion on the budget for 1960; all the requests from the various activities had not been submitted and it was moved, seconded, and carried that we appoint a Nite and Name Committee to consider the 1960 budget and report at the May meeting. Mrs. Henry, Mr. Jackson, and Mr. Rowan are the members of the committee.

It was moved, seconded, and carried that we approve the expenditure of \$16.67 for expenses incurred by the Archery Club.

Meeting adjourned at 11:15 p.m.

Jane Maltby
Secretary

THEASURER'S REPORT - MARCH 16, 1960

Balance on hand - January 30, 1960 \$1,000.00

Item	Amount
Purchase of Records	\$4.21
Transfer Bags	.75
Storage on Walnut	3.75
Stationery	13.65
Knox Program	75.85
Distributions - Bulletin	\$48.25
Total	\$166.71
Balance Forward	\$602.39

Revels - Proceeds to Wainwright \$20.25

Balance - March 16, 1960

favorable reply was read by the Secretary and is on file.

Revision of the Constitution and Bylaws was discussed. Mr. Rowan appointed Mr. Plantholt, Mr. Cox, and Mrs. Warchol as a committee to draft a revision and present to the Board.

There was further discussion on the action that the Board should take for incorporating our Association in order to prevent any liability to individual members for injuries which might be sustained by members or guests participating in any of the various activities. The motion was made, seconded, and carried that the Association take action to incorporate and that the Gun and Archery Clubs at the same time take action to incorporate separately if this is necessary. An amendment was made, seconded, and carried that this action be placed in the hands of a committee and that the committee be given authority to take this action if they deem it appropriate after further study.

The Treasurer inquired as to whether old records could be thrown out and if so, how far back. It was decided that the committee for revision of the Constitution and Bylaws would investigate the matter and take this into consideration when revising the Constitution and Bylaws.

New Business

There was considerable discussion on the budget for 1960; all the requests from the various activities had not been submitted and it was moved, seconded, and carried that we appoint a Ways and Means Committee to consider the 1960 budget and report at the May meeting. Mrs. Reamy, Mr. Jackson, and Mr. Rowan are the members of the committee.

It was moved, seconded, and carried that we approve the expenditure of \$16.67 for expenses incurred by the Archery Club.

Meeting adjourned at 11:15 p.m.

Jane Maltby
Secretary

favorable reply was read by the Secretary and is on file.

revision of the Constitution and Bylaws was discussed. Mr. Brown appointed Mr. Plantz, Mr. Cox, and Mrs. Warchol as a committee to draft a revision and present to the Board.

There was further discussion on the action that the Board should take for incorporating our Association in order to prevent any liability to individual members for injuries which might be sustained by members or guests participating in any of the various activities. The motion was made, seconded, and carried that the Association take action to incorporate and that the Gun and Archery clubs at the same time take action to incorporate separately if this is necessary. An amendment was made, seconded, and carried that this action be placed in the hands of a committee and that the committee be given authority to take this action if they deem it appropriate after further study.

The Treasurer reported as to whether old records could be thrown out and if so, how far back. It was decided that the committee for revision of the Constitution and Bylaws would investigate the matter and take this into consideration when revising the Constitution and Bylaws.

New Business

There was considerable discussion on the budget for 1960; all the requests from the various activities had not been submitted and it was moved, seconded, and carried that we appoint a Ways and Means Committee to consider the 1960 budget and report at the May meeting. Mrs. Henry, Mr. Jackson, and Mr. Brown are the members of the committee.

It was moved, seconded, and carried that we approve the expenditure of \$10.00 for expenses incurred by the Archery Club.

Meeting adjourned at 11:15 p.m.

Jane Malby
Secretary

Pres. copy

Minutes

PISEA EMPLOYEE ASSOCIATION

May 17, 1960

The meeting was called to order by President Rowan. Those in attendance were: Menzel, McCalmont, Phillips, Pranger, Snider, Anderson, Iager, Plantholt, Jackson, Schindler, Koch, Reamy, Mackay and Rowan.

Treasurers report presented. A copy is attached.

A discussion was held on the benefit of the membership card. Points were raised regarding ways to increase and enforce the use of the card. Everyone was in agreement, points were to be considered.

Club reports were given. Basically all Clubs are in fairly good standing.

Location of picnic tables was discussed. Cox is working on this with Logan to decide locations.

Bylaws: Amendments and revisions were discussed and an inquiry was made whether the Bylaws will have to go before the whole body for approval. Mackay read in old Bylaws that this method is not required. The major changes in the Bylaws are to be published in the Bulletin.

Motion by Plantholt to call special meeting to discuss Bylaws. Seconded by McCalmont. Approved.

A report of the Ways and Means Committee was read. The attached budget was approved on the basis of the 1960 Financial Statement and the above report.

Vending machine profits are income of the USDA Welfare and Recreation Association downtown. Rowan questioned this, shouldn't PISEA receive some of the profits?

Meeting adjourned at 11:45 AM.

Submitted,

Kathryn L. Kinner

Attachments

Rowan

MINUTES
PISEA and ARCEA Joint Meeting, June 10, 1960
EXECUTIVE COMMITTEE

The meeting was called to order by President Rowan. Those present were: J. D. Rowan, E. McCracken, R. G. Menzel, D. Mackay, S. A. Egenreider, A. L. Taylor, W. R. Heald, D. W. Goodman, C. Hampshire, A. F. Schindler, and K. Snider.

Purpose of meeting: To study and formulate policy on matters of mutual interest to both groups; financial assistance to activities; (especially softball and archery).

Current objectives and financial positions of each association were explained by Rowan and McCracken including the present income and expenditures.

Reports were made by:

Softball - No representative present, but the plates and fields need improvement. The group as a unit lacks organization and the umpiring is poor.

Mixed bowling - No representative in attendance.

Men's bowling - Not many problems. Seems to be self-supporting. At present there are 14 teams. The trophy is the only direct support received from the association.

Gun club - No problems. Have all the necessary equipment. Ranges and buildings are in good condition. Most members belong to the National Rifle Association which helps support the club. Four dollars dues to the NRA. Have taken preliminary steps toward incorporation.

Archery club - Have no civilian club to support them. Need help with equipment; the targets need to be replaced. Would like to have either money for straw replacement or help towards building roofs for targets. Dues will cover replacement if roofs are provided. Thinking of raising dues.

The following resolution was submitted:

JOINT EXECUTIVE COMMITTEES OF THE ARCEA AND PISEA

- Resolved:
- 1) that our Associations be obligated to the establishment of new activities and organizations which would specifically increase our contribution to the total welfare and recreation of all employees within our jurisdiction.
 - 2) that Article X of the proposed By-Laws be adopted.
 - 3) that the Association's policy be that each club operate on a self-sustaining basis.
 - 4) that the Associations provide the various clubs or organizations financial assistance up to \$1.50 per Employees Association member in their club for activities and expenditures in any one year.

approved as read

9-29-60

MINUTES OF MEETING
Plant Industry Station Governing Board
July 21, 1960 9:00 a.m.

The meeting was called to order by President Rowan. Those present were: W. A. Jackson, F. J. Plantholt, B. Jackson, A. E. Kehr, E. L. Mayer, C. Hampshire, R. G. Menzel, J. Leek, A. B. Mahoney, and K. Kinner.

Reading of the minutes from the last meeting was dispensed by the President; copies to be circulated. Jean Leek and alternate, Ann Mahoney, from the Personnel Division were introduced.

By-Laws were reviewed thoroughly, also, the new Appendix sections. Both were passed unanimously. Comments: Corrections, additions, and deletions were made. Menzel motioned that the revised By-Laws be adopted as approved per the revisions made at this meeting; except for Appendix B.

Kehr motioned that the revised By-Laws be published as per the decision of the Executive Committee and funds for these expenses be an additional budgeted item. Approved unanimously.

Jackson motioned that the Association match 50% of funds raised by the Archery Club with our contribution not to exceed \$50. As explained by the author, ARCEA had contributed \$25. If \$100 was raised by the Archery Club, a 50% matching by PISEA would be \$25 - making a total contribution of \$50.

Menzel motioned that the Archery Club raise said funds within one month to be eligible for this contribution. Both motions approved unanimously.

Treasurer's Report July 21 (as of June 10, 1960)

Balance on hand May 17, 1960 \$1219.47

Disbursements

trophies (mixed & men's league)	30.00
address labels (membership committee)	2.00
Bulletin	22.15
	54.15-

Receipts - membership dues 16.50+

BALANCE \$1181.82

Meeting adjourned at 11:30 a.m.

MINUTES OF MEETING
Plant Industry Station Governing Board
July 21, 1960 9:00 a.m.

The meeting was called to order by President Rowan. Those present were: W. A. Jackson, F. J. Plancholt, B. Jackson, A. E. Kehr, E. L. Mayer, C. Hampshire, R. G. Mansel, J. Leek, A. B. Mahoney, and R. Kinner.

Reading of the minutes from the last meeting was dispensed by the President; copies to be circulated. Jean Leek and alternate, Ann Mahoney, from the Personnel Division were introduced.

By-laws were reviewed thoroughly, also, the new Appendix sections. Both were passed unanimously. Comments: Corrections, additions, and deletions were made. Mansel motioned that the revised By-laws be adopted as approved per the revisions made at this meeting; except for Appendix B.

Kehr motioned that the revised By-laws be published as per the decision of the Executive Committee and funds for these expenses be an additional budgeted item. Approved unanimously.

Jackson motioned that the Association match 50% of funds raised by the Archery Club with our contribution not to exceed \$50. As explained by the author, ARCEA had contributed \$25. If \$100 was raised by the Archery Club, a 50% matching by ARCEA would be \$25 - making a total contribution of \$50.

Mansel motioned that the Archery Club raise said funds within one month to be eligible for this contribution. Both motions approved unanimously.

Treasurer's Report July 21 (as of June 10, 1960)

Balance on hand May 17, 1960 \$1219.47

Disbursements	
trophies (mixed & men's league)	30.00
address labels (membership committee)	2.00
Bulletin	22.12
	24.12

Receipts - membership dues 16.50+

BAANCE \$1181.82

Meeting adjourned at 11:30 a.m.

Employees Ass'n

MINUTES OF MEETING

Plant Industry Station Governing Board

September 29, 1960 9:00 AM

The meeting was called to order by President Rowan. Those present were: Rita Reamy, Bill Jackson, Don Mackay, F. Plantholt, Jean Leek, Marge Holmes, G. V. C. Houghland, E. L. Cox, Dwight Swanson, Ronald Menzel, Cook, Schindler, Margaret Mayer, Don Rowan, John A. Fluno and Dave W. Goodman. *Koch*

Secretary read the minutes and they were approved as read.

Treasurer's report Balance on Hand - June 10 \$1181.82

Disbursements:

Picnic tables	\$121.42	
Softball equipment	15.00	
Bulletin - July, Aug. & Sept.	56.00	
Copies of Parliamentary Procedure	1.25	
Flowers: Alvin Hutchinson	10.00	
Alice Renk	10.06	
Beauty contest: trophy	11.44	
flowers	4.12	
Dr. Scott's expenses	4.85	
Printing tickets for Fall Dance	6.25	\$240.39

Receipts:

Spring Dance profit from ARCEA	61.74	
ARCEA share of flowers - Hutchinson	5.00	
Receipt for Square Dance funds	4.30	
Egg Money	2.66	
Sale of tickets for Fall Dance	18.44	\$ 92.14

BALANCE - Sept. 1, 1960 \$1033.57

Committee Reports:

Menzel motioned to reaffirm the Associations policy that in case of death of employees or their families, only sympathy cards be sent by the Association. Unanimous affirmative vote.

Koch reported that the Bridge Club would like to continue meeting at the Prince Georges Plaza auditorium, but the cost would be \$10 per month. ✓ Cox made the motion to consider favorably subsidizing the Bridge Club, amount to be considered at a later meeting. Unanimous affirmative vote.

The Executive Committee voted to give the Softball club \$15 for trophies; ARCEA plans to do likewise.

Meeting adjourned at 11:30

Copy to H 22 W

MINUTES OF MEETING
Plant Industry Station Governing Board
September 29, 1960 9:00 AM

The meeting was called to order by President Rowan. Those present were: Rita Reamy, Bill Jackson, Don Mackay, E. Planthoff, Jean Leek, Marge Holmes, G. V. C. Howland, E. L. Cox, Dwight Swanson, Ronald Menzel, Gook, Schindler, Margaret Mayer, Don Rowan, John A. Purno and Dave W. Goodman.

Secretary read the minutes and they were approved as read.

Treasurer's report Balance on Hand - June 10 \$1181.82

Disbursements:

Picnic tables	\$121.42
Softball equipment	12.00
Bulletin - July, Aug. & Sept.	26.00
Copies of Parliamentary Procedure	1.25
Flowers: Alvin Hutchinson	10.00
Alice Renk	10.00
Beauty contest: trophy	11.41
flowers	4.18
Dr. Scott's expenses	4.82
Printing tickets for Fall Dance	6.25
	<u>\$240.32</u>

Receipts:

Spring Dance profit from ARGEA	61.74
ARGEA share of flowers - Hutchinson	5.00
Receipt for Square Dance funds	4.30
Egg Money	2.66
Sale of tickets for Fall Dance	18.41
	<u>\$92.11</u>

BALANCE - Sept. 1, 1960 \$1033.51

Committee Reports:

Menzel motioned to reaffirm the Association's policy that in case of death of employees or their families, only sympathy cards be sent by the Association. Unanimous affirmative vote.

Koch reported that the Bridge Club would like to continue meeting at the Prince Georges Plaza auditorium, but the cost would be \$10 per month. Cox made the motion to consider favorably subsidizing the Bridge Club's amount to be considered at a later meeting. Unanimous affirmative vote.

It was noted that our By-Laws state that members of other associations are eligible for benefits in PISEA and this should be considered by our clubs.

Swanson stated that he would be unable to continue as Bulletin Editor after December and that an Associate Editor be appointed. Holmes suggested that someone from North Building be contacted.

Holmes requested that a sugar and creamer to match the punch bowl set be purchased. She was instructed to purchase same if the cost was nominal.

Rowan reported that the Incorporation has not been completed.

Cox made the motion to study further Appendix B of the By-Laws and present a written and specific plan before making definite proposal. Unanimous affirmative vote.

Jackson volunteered to stain one picnic table. Reamy and Holmes another, and someone in the South Building should be contacted to do the third table.

A motion was made by Menzel to increase our contribution to the Archery Club, from one-fourth of the \$76.68 raised by the Club, to \$30.

Cox reported that the Christmas Party plans were being developed.

Koch discussed the possibility of concert at PI by the Ag Symphony orchestra. The Joint Resolution of the Executive Committees of PISEA and ARCEA of June 10 was adopted as association policy by unanimous vote.

- Resolved:
- 1) that our Associations be obligated to the establishment of new activities and organizations which would specifically increase our contribution to the total welfare and recreation of all employees within our jurisdiction.
 - 2) that Article ~~X~~^{IX} of the proposed By-Laws be adopted.
 - 3) that the Association's policy be that each club operate on a self-sustaining basis.
 - 4) that the Associations provide the various clubs or organizations financial assistance up to \$1.50 per Employees Association member in their club for activities and expenditures in any one year.

Rowan reported that the USDA Welfare & Recreation Association would be contacted about the monthly financial reports of the cafeteria and request funds so that PISEA and ARCEA could hire a joint executive secretary to handle affairs of both associations. Also that Mr. Logan's office would be contacted about the Bulletin Boards and Greyhound Bus service.

The Executive Committee voted to give the Softball club \$15 for trophies; ARCEA plans to do likewise.

Meeting adjourned at 11:30

Rowan
File Copy

Minutes of the
PISEA Governing Board Meeting
November 16, 1960

The meeting was called to order by the President, in the Attic Seminar Room at 9:00 AM. Those in attendance were: B. Jackson, J. Leek, E. Cox, D. Swanson, C. Hampshire, J. Koch, L. DuBree, E. Warchol, D. Rowan, R. Reamy, and M. Mayer.

The minutes were read by the secretary and approved as read.

Treasurer's Report November 16, 1960

Balance on Hand - September 19, 1960 \$1033.57

Disbursements:

Miss Arco Contest Photos	10.00	
Archery Club	30.00	
Square Dance Expenses	60.00	
Bulletin, Oct. and Nov.	27.10	
Paper for Bulletin	78.53	
Expenses for Fall Dance	519.25	
Stamps	.97	
Purchase of dates	<u>459.00</u>	1184.85

Receipts:

Receipts from dates	451.35	
Receipts from square dance	123.50	
Receipts from egg money	6.02	
Membership fees	4.50	
Receipts from fall dance	<u>548.08</u>	1133.45

BALANCE - November 16, 1960 \$982.17

Koch reported that the Bridge Club is still undecided about their meeting place and may not need the Association's money. The Choraleers Thanksgiving program would be Nov. 22 and more people are needed for the Christmas program. Due to the death of Mr. Forrest Bell's son Koch requested a sympathy card be sent.

A motion was made that the discount chairman be encouraged to participate in discount deals with ARCA. Motion carried.

Swanson stated that Mr. White will not be able to print the Bulletin any more and several other sources were suggested. Howard Lehnert was unanimously accepted as Assistant Editor of the Bulletin. It was suggested that the Association name and location be incorporated on the Bulletin cover.

Jackson reported that there are 751 Association members.. Watershed and Hyd. now have a contact rep and alternate. One picnic table was painted.

Jean Leek reported that the Fall Dance was an enjoyable affair but had a loss of \$20.99. Square dance fund has a current balance of \$129.89.

Mrs. Ruby Gidding's reported that transportation and housing had six inquiry calls.

Rowan stated: The incorporation of the Association has not been completed. Dr. Rex Thomas' memo suggesting a mailbox for personal mail be installed on the Station was not received with favor.

The Greyhound bus company was contacted but have not complied with request to discharge passengers on the Station grounds.

Revision of By-Laws, Appendix B was referred back to the committee for further study.

Cox reported that the Christmas Party is underway and it will be held December 22 at 2:30.

The piano needed attention and was ^{to be} taken care of by the Choraleers.

Meeting adjourned 11:20 AM

Respectfully submitted,

Margaret Mayer, Acting Secretary

Jackson reported that there are 751 Association members.. Waterford and Hyd.
now have a contact rep and alternate. One picnic table was painted.

Lean Jack reported that the Fall Dance was an enjoyable affair but had a loss
of \$20.99. Square dance fund has a current balance of \$129.89.

Mrs. Rudy Gidding's reported that transportation and housing had six inquiry
calls.

Rowan stated: The incorporation of the Association has not been completed.
Dr. Rex Thomas' memo suggesting a mailbox for personal mail be installed on the
Station was not received with favor.

The Greyhound bus company was contacted but have not complied with request to
discharge passengers on the Station grounds.

Revision of By-Laws, Appendix B was referred back to the committee for further
study.

Gox reported that the Christmas Party is underway and it will be held
December 22 at 8:30.

The piano needed attention and was taken care of by the Choralists.

Meeting adjourned 11:20 AM

Respectfully submitted,

Margaret Mayer, Acting Secretary

MINUTES

PISEA Executive Committee Meeting
January 16, 1961

The meeting was convened in room 105A-AS-P at 3:30 PM. Those in attendance were Kehr, McKay, Reamy, Menzel, Cox, Rowan, and Kinner.

A recommendation was made that the Governing Board adopt a councilor apportionment for Appendix B of the By-Laws as follows:

Two councilors each for the North, South, and Soils Buildings

Two councilors for the Greenhouses and ARCO Shops

One councilor each for North Wing Adm., South Wing Adm. and Administration Building; also, one councilor for the West Building.

A total of twelve (12) councilors, with six (6) councilors elected each year for a period of two (2) years, except that twelve (12) councilors (one for each area) be elected in February 1961.

Also, it was recommended that a meeting of all councilors and contact reps be held to launch the 1961 membership drive.

And that the Station Christmas Party be discontinued as an Association function unless there was official endorsement and encouragement.

A lack of cooperation in cleaning the Auditorium afterwards, and the conflict with the Secretary's party.

There will be an election held to pick 2 directors for Plant Industry and 3 for the Center to attend the USDA Welfare and Recreation Association meetings and to represent Beltsville.

Respectfully submitted,

Kathryn L. Kinner, Secretary

PISEA Executive Committee Meeting
January 16, 1961

The meeting was convened in room 105A-A2-P at 3:30 PM. Those in attendance were Kehr, McKay, Henry, Mansel, Cox, Rowan, and Kinner.

A recommendation was made that the Governing Board adopt a councillor apportionment for Appendix B of the By-Laws as follows:

Two councillors each for the North, South, and Golf Buildings

Two councillors for the Greenhouses and ARGO Shops

One councillor each for North Wing Adm., South Wing Adm. and Administration Building; also, one councillor for the West Building.

A total of twelve (12) councillors, with six (6) councillors elected each year for a period of two (2) years, except that twelve (12) councillors (one for each area) be elected in February 1961.

Also, it was recommended that a meeting of all councillors and contact reps be held to launch the 1961 membership drive.

And that the Station Christmas Party be discontinued as an Association function unless there was official endorsement and encouragement.

Rowan

Minutes of the
PISEA Governing Board Meeting
January 18, 1961

The meeting was called to order by the President. Those in attendance were: D. Mackay, F. Plantholt, R. Reamy, J. Leek, V. McCalmont, H. Lehnert, C. Hampshire, R. Menzel, J. D. Rowan, and K. Kinner.

The minutes were ready by the Secretary and approved as read.

The Treasurers Report indicated that the working total for this year was larger than that for the same time last year.

Menzel reported that there was a profit on walnuts of \$20.27. There were 553 boxes of pecans sold. Final figures will be given at the Annual Meeting.

A letter criticizing the Bulletin editing was read to the Board and discussed. The policy will remain the same.

The Square Dance group is still very active and solvent at the end of this year.

The Incorporation of the Association is still pending. When the Incorporation takes place there will be a cost of approximately \$25 (for fee and Bylaw publication).

The annual Christmas Party was discussed. There have been a few problems: a lack of cooperation in cleaning the Auditorium afterwards, and the conflict with the Secretary's party.

There will be an election held to pick 2 directors for Plant Industry and 3 for the Center to attend the USDA Welfare and Recreation Association meetings and to represent Beltsville.

Respectfully submitted,

Kathryn L. Kinner, Secretary

Meeting of the Executive Committee - PISEA

February 24, 1961

The meeting was called to order by the president-elect, Ronald G. Menzel, at 8:30 .a.m. in his office, Room 335, Soils Building. Present were

Ronald G. Menzel
Kenneth Demaree
James Rowan

Muriel Montgomery
Beth Debalski

The reasons for calling the meeting were to set up a tentative budget for 1961 and to appoint councilors to serve as chairmen of the various committees during the ensuing year.

In discussing the budget, it was pointed out that we have certain set expenses to be met, such as athletic trophies and the publication of the bulletin, and that we have certain sources of income such as those from membership fees and profits from deals and discounts. When formulating the 1961 budget, it was proposed to consider the

1. Purchase of an FM radio tuner for the cafeteria
2. Purchase of an electric organ to be used for programs
3. Purchase of a tape recorder for use by the choral group and any other members.
4. Give financial backing when sponsoring activities

To increase our income it was suggested that we plan a great variety of activities to interest more people and thus increase our membership, and to make better use of deals and discounts as a source of income. This could probably be done by adding to the list of items and by a better system of advertising the deals and discounts. (It was suggested for the latter to run off extra sheets of the bulletin which pertain to coming events to be used as flyers and to consider the pyramid telephone system for quick contact.)

The new president will work up a tentative budget for 1961.

The board then assisted the president in selecting prospective chairmen for the various committees as instructed in the revised by-laws. The new president will contact the councilors in regard to their appointments.

It was suggested that we ask Dr. McKay and Dr. McClellan to attend our governing board meetings since they represent us on the Welfare and Recreation Group meetings.

The meeting adjourned at 10:15 a.m.

Beth DeBalski

Beth DeBalski
Secretary

MINUTES OF ANNUAL MEETING - PISEA

February 28, 1961

In conformance with the change in business year as set forth in the revised by-laws, the annual meeting of the PISEA was held February 28, 1961 at 9:00 a.m. in the Plant Industry Auditorium. The meeting was called to order by President Rowan. Approximately 60 members attended.

The minutes of the 1959 annual meeting were read and approved.

President Rowan commented on the fine working relationship with ARCEA.

President Rowan gave a resume of the activities during his term of office in 1960 and previewed the projects and activities for the coming year expressing the hope that the proposed activities cover a wide variety of interests which would attract more members and also gain the active participation of the present members. A copy of his report is appended.

The Treasurer gave her report of the receipts and expenditures of the association funds during 1960 and January and February 1961. The balance on hand is \$1,613.47. To this report President Rowan added his explanation of the balance on hand and the amount in the reserve fund which showed a gain over 1959.

The following committees reported on their 1960 activities: Membership and Goodwill, Deals and Discounts, Transportation and Housing, Publication, Square Dance, Fall Dance, and Property. Copies of their reports are appended. Several chairmen gave suggestions as to how to improve the operation and functioning of their respective committees.

President Rowan pointed out the changes made by the revised by-laws and commented on each change.

The secretary read the results of the election. The president introduced the new officers and councilors for the coming year. He then turned the meeting over to Vice-President Demaree who acted in the absence of President Menzel.

The meeting adjourned at 10:15 a.m.

Beth DeBalski
Secretary

Meeting of the Governing Board - PISEA

March 8, 1961

The first meeting of the new governing board of PISEA was called to order by President Menzel in the Crops Conference Room, South Building, on March 8, 1961 at 8:30 am. Because this was the first meeting, the President introduced the new officers and councilors. Present were:

Ronald Menzel - President	E. L. Cox - North Bldg.
Kenneth Demaree - Vice President	Betty Robinson - North Bldg.
Muriel Montgomery - Treasurer	H. L. Barrows - Soils Bldg.
Catherine Hampshire - Editor	Alt. Gordon Schmidt - Soils Bldg.
Don Rowan - Past President	Margaret Mayer - West Bldg.
Beth DeBalski - Secretary	Charles Rogers - Gr.house 1, Shops, and Photo Lab.
Don Mackay - ARCEA Liaison Rep.	Robert Taylor - Gr.house 2 and 3, Seed Lab. and Cafeteria
and councilors:	
Vincent Marcley - Adm. Main	
Ray Anderson - Adm. South W.	
L. W. Briggie - South Bldg.	Councilor Noggle later replaced his alternate, G. Schmidt
C. A. Thomas - South Bldg.	

The President announced the councilors appointed to serve as chairmen of various committees

Property	L. W. Briggie
Dance	R. E. Anderson
Deals and Discounts	J C Noggle
Membership	H. L. Barrows
Welfare	Margaret Mayer
Transportation and Housing	Betty Robinson
Athletic Activities	R. L. Taylor
Recreational Activities	V. R. Marcley
Educational Activities	E. L. Cox

The term of office for the councilors will be two years except in the North, South, and Soils Buildings, each with two councilors. The term of office was arbitrarily determined as one year for Thomas, Robinson, and Barrows, and two years for Noggle, Cox, and Briggie. This arrangement will provide for continuity in representation.

It was reported that 100 one-dollar membership tickets to the symphony concert had been sold and that 200 need to be sold. It was felt that the project would be successful and anything over expenses would be used to finance future concerts at Beltsville.

President Menzel asked that requests for funds for special activities needed by the activities chairmen be submitted soon for consideration in the new budget. If no request is received, an item for that committee similar to last year will be included in the 1961 budget.

2 - PISEA - 3/8/61

Election of representatives to Activities Committee, USDA Welfare and Recreation Association and ARCEA: Mr. Rowan commented on the importance of our representation on the activities committee and explained what we may expect to gain in both policy and scope of budget for Beltsville. Kenneth D. Demaree was nominated as our representative and was elected without opposition.

Don Mackay stressed the importance of liaison with his group, ARCEA. We need a representative to attend their monthly meetings to correlate activities and to exchange ideas. Ronald G. Menzel was nominated to be liaison representative to ARCEA, and since there was no contest, the secretary cast one vote in the affirmative.

Reports: Property - Briggles: He has the inventory of PISEA property and will make an appeal through the bulletin to locate any other property belonging to the association.

Dance-Anderson: Square dances are profitable; the fall dance was not too profitable due to timing with the Beauty Contest. It was suggested that we cooperate with nearby employee association, NOL and NASA, to interchange information, tickets, and invitations to dances here at Beltsville.

Welfare:- Mayer: The request was made that she be notified immediately of events requiring the action of her committee. A form may be prepared for contact representatives to use in notifying the Welfare Committee.

Transportation and Housing - Robinson: No record turned over and nothing to report at this time.

Athletics - Taylor: A softball league will be organized and coming activities will be discussed at the next meeting. He was asked to contact NASA and ARC for softball league ideas.

Recreation - Marcley: The Drama group will hold its next organizational meeting March 20 at 12:30 p.m. in the PIS Auditorium. He asked us to advertise this new activity verbally.

Educational - Cox: He requested to be informed of the extent of his jurisdiction and since some projects could not be definitely classified as recreational or educational, the respective chairmen were asked to work with each other as needed. The Graduate School at Beltsville is definitely his project and he was asked to see what he could do to bring Graduate School courses to ARCenter.

Deals and Discounts - Noggle: The problem of deals and the distribution of merchandise was discussed. It was suggested to have a committee of contact representatives to help the chairman carry out the deals and distribute merchandise. If it is necessary to obligate funds, executive committee approval will be needed. It was also suggested that the W&R Deals and Discounts committee bring the list of dealers up to date. Employees are asked to suggest items and merchants (especially in this area) who may cooperate.

3 - PISEA - 3/8/61

Improvement of Powder Mill Road: After discussion of the request for association backing of this improvement, it was moved, seconded, and carried that a letter addressed to the Montgomery County Roads Commission be prepared for the signature of the Association President asking that the road be improved for the convenience and safety of our employees.

Other business: In further reference to the USDA Welfare and Recreation Association, it was suggested that we prepare recommendations and instructions for the Beltsville directors to present at their meeting. Our directors will invite the board of directors to have one of their meetings at Beltsville in order to acquaint them with our location and our needs.

Association-sponsored activities or clubs were asked to submit the names of the officers and a copy of their by-laws to President Menzel.

Mr. Demaree reported on the League of Federal Employees' Associations. This was organized about three years ago and is composed of nearly all the federal employees' associations. Their functions are the same as ours, but on a larger scale. It would cost 1-1/2 cents per capita for us to belong. It was decided to bring this up at the W&R meeting and ask them to pay the dues. If not, the two associations in Beltsville could consider joining independently.

The meeting adjourned at 10:30 a.m.

Beth DeBalski

Beth DeBalski
Secretary

Meeting of the Executive Committee - PISEA

March 30, 1961

The meeting was called to order by President R. G. Menzel at 8:30 a. m. in his office, Room 335, Soils Building. Present were:

Ronald G. Menzel
Kenneth Demaree
J. D. Rowan

Muriel Montgomery
Beth DeBalski

This meeting was called (1) to discuss recommended actions to be presented to the Directors of USDA Welfare and Recreation Association as authorized by the Governing Board of PISEA at its March 8 meeting and (2) to comment on the draft of the Articles of Incorporation for PISEA.

President Menzel reported that at the USDA W&R Association meeting which he attended on March 29, it was proposed to place display racks for travel and other information at strategic spots at PIS and ARC.

Mr. Rowan read a tentative schedule for the planned USDA W&R Directors' meeting to be held in Beltsville in May. He also read the needs and goals of ARCEA as had been proposed to be presented to the W&R Directors. After discussion of our needs, the president was directed to write the directors to express our desire to have (1) a Branch Activities office established in suitable space at the Beltsville location, (2) some one to staff such an office at least part time, and (3) air-conditioning and improved repair service for PIS Cafeteria.

Deals and discounts were discussed. The establishment of the Branch W&R office may help remove causes of some of the complaints and problems of this activity.

The committee approved the proposed draft of the Articles of Incorporation as being adequate and decided to return the draft thereof to the Office of General Counsel with recommendation to proceed with the incorporation of the PISEA.

Beth DeBalski

Beth DeBalski
Secretary

Joint Meeting of the Executive Committees of ARCEA and PISEA

May 3, 1961

A joint meeting of the executive committees of the Agricultural Research Center Employees' Association and the Plant Industry Station Employees' Association was held at Log Lodge at 12:30 p.m. on Wednesday, May 3. Present were: McCracken, Mackay, and Stauber of ARCEA and Menzel, Demaree, Rowan, Montgomery, and DeBalski of PISEA.

The meeting was called to discuss a request of the members of the golf club, to decide on the sponsorship of various activities, and to discuss any other matters of mutual interest.

A request had been received from the golf club for a contribution of \$34 to help defray the cost of registration fee, franchise, yearly dues, etc. Each association is represented by four members, and since the maximum is \$1.50 per capita, it was decided that each association contribute \$6 to make the maximum \$12 contribution.

A list of the various activities sponsored by the employees' associations was written, and as each was called, the sponsorship was determined. The determinations are:

Athletic Activities:

Golf	cosponsored
Softball	"
Bowling	
Men's	"
Mixed	"
Gun	"
Archery	"

Recreational Activities:

Plant Industry Bridge - Social	- PISEA
ARC Bridge - Duplicate	ARC
Drama	cosponsored
Choraleers	"
Dance	"
Square dance	PISEA

Educational Activities:

Courses-cosponsored

Special Events:

Symphony Cosponsored
Jazz Concert, Beauty Contest, and any others
are to be agreed upon at the time of the event.

It was suggested that various activity groups submit the names of winners of prizes or trophies and publicize their activities as articles of news and to stimulate interest of other members.

Attention was called to the fact that some printed materials and/or advertisements of coming events do not give credit to sponsorship of the activity. It was thought advisable to have the activity chairman approve of materials before printing to see that such credit is given and that there are no violations of existing policies.

2 - Joint Meeting PISEA and ARCEA Executive Committees

The showing of movies at the Plant Industry Station Auditorium was brought up. Just what is needed in the way of additions, repairs, or adaptations to the present equipment is not definitely known, but it was felt that if some movies were shown here, the conditions would soon be made known. It was also suggested to hire someone who would run the projector and sound equipment at seminars, lectures, recreational movies, and others, as his assigned duties.

It was announced that McClellan and Hilders were appointed to the Cafeteria Committee of USDA Welfare and Recreation Association.

Mr. Mackay suggested that PISEA form a committee comparable to their Operations Committee for such matters are traffic, safety, roads, facilities, equipment, movies, telephones, and any other operational functions.

The meeting adjourned at 2:00 p.m.

Beth F. DeBalski

Beth F. DeBalski
Secretary, PISEA

Meeting of the Governing Board - PISEA

May 17, 1961

The regular bimonthly meeting of the PISEA Governing Board was called to order by President Menzel in the 4th Floor Conference Room, Administration Building, at 2:00 p. m. Wednesday, May 17, 1961.

Present were: Menzel, Demaree, Montgomery, Hampshire, DeBalski, Mackay (ARCEA) Marcley, Anderson, Briggie, Robinson, Barrows, Noggle, Mayer, Neal, and Hanson (alternate for Thomas) Absent: Cox, Rogers, and Taylor.

The minutes of the March meeting were approved as submitted for the record.

The Treasurer reported a balance on hand of \$1,922.52.

President Menzel discussed the establishment of an Operations Committee whose function would be to receive complaints regarding parking, traffic, telephones, equipment, auditorium, etc. In conjunction with the ARCEA Operations Committee, suggestions would be presented to Mr. Logan for attention. An Operations Committee chairman will be appointed from among the councilors.

At the March meeting, the Executive Committee was directed to submit a memo to W&R Directors McClellan and McKay with suggestion for them to act upon. The memo suggested that the Activities Office establish a branch office at Beltsville with a staff on full or part time bases. This office would provide vacation and travel literature, catalog, book, and equipment rentals, etc. The Administrative Secretary would handle typing, telephoning, booking for deals and discounts, type and edit the Bulletin, and perform other secretarial duties for the two associations. W&R was also asked to install air-conditioning and better equipment repair service for the Plant Industry Cafeteria.

A letter was also sent to the Department of Public Works, Montgomery County, in regard to repairs on Powder Mill Road. A reply was received saying that the property owners vetoed the proposal for repairs and that the review of the accident record showed none of the accidents were attributable to sight-distance limitation along the road.

The Articles of Incorporation which had been prepared by the General Counsel's office have been forwarded along with the \$30 fee to the State Tax Commission of Maryland. President Menzel will follow up on the status of acceptance of the articles of incorporation.

President Menzel read a memo addressed to heads of employee organizations affiliated with USDA explaining Executive Order 10925 which states that organization sponsored by federal agencies may practice no discrimination because of creed, color, or national origin.

2 - Meeting of the Governing Board - PISEA

Reports of Committees:

1. Property - Briggles: List of equipment complete as submitted. New custodian of property in the Administration Building will be named.
2. Dance - Anderson: The Spring Dance was successful. 297 tickets were sold. Each association's profit is \$23.71 minus the price of some complimentary tickets. The question of a price differential on tickets for members and nonmembers will be discussed at the meeting with ARC Dance committee.
3. Deals and Discounts - Noggle: The perfume deal brought a profit of \$326.34. The deal may be repeated before Christmas. He has 152 order for flavorings and pepper on which the profit will be 40% or free merchandise. Motion made, seconded, and carried that the Deals and Discounts Chairman order one 80-cup and one 30 cup percolator as the free merchandise.
4. Membership - Barrows: We have 762 regular and 12 associate members. If any question arises, members are to be informed that they are now grouped by geographical location rather than by work unit as heretofore.
5. Welfare - Mayer: Fifteen cards have been sent to members as a result of requests using the new form.
6. Transportation and Housing - Robinson: Car pools have been formed. A memorandum to other Divisions will determine interest in forming others.
7. Athletic: The softball league is not yet formed. We will probably have two teams. Problem exists of not enough money to replace equipment. Their budget request is the same as last year and is limited to \$1.50 per participating member. No money will be given until the league is formed.
8. Recreational - Marcley: Several meetings of the PIP's (Plant Industry Players) have been held. Their constitution and by-laws have been formulated. Copies were given to the PISEA Officers and to the ARCEA representative with a request for early approval.

A play has been chosen and the players cast for a PIP presentation in September. There will be music, specialty acts and audience participation--all in a Gay 90's flavor. More help is needed in the way of make-up and lighting experts, usherettes, etc. Some repairs are needed on the stage. ARSEA is looking into repair of sound and projection equipment. Sponsorship cards will be sold at \$1 and a sell-out is expected at both performances. Because this is a new activity and some financial help is needed, a motion was made and seconded that the \$150 now allotted in the 1961 budget for recreational activities be put at the disposal of the PIP's to be used as needed and to be reimbursed to PISEA Treasury after the presentation in fall. Motion tabled until after adoption of the budget.
9. Educational: In the absence of Chairman Cox, President Menzel read his (Cox) report. 33 replies were received showing interest in Graduate School courses at Beltsville. The list shows preference for Elementary Russian, English Grammar, and Rapid Reading.

3- Meeting of the Governing Board _ PISEA

Approval of the 1961 Estimated Budget: The tentative budget for 1961 was explained insofar as receipts (1960) and expenditures (1961) are concerned. The budget, if approved, will allow only up to the amount specified for each activity unless there will be action by the governing council. Motion made, seconded and carried to adopt the estimated budget for 1961.

Because the PIP's are a co-sponsored activity, the motion tabled earlier was amended to read \$75 in lieu of \$150. Motion carried.

Bonding of the PISEA Treasurer: Bonding or insurance is needed to cover possible losses or thefts of PISEA money. The Treasurer reported that she has been investigating and found that bonding is expensive and that insurance is not issued unless monies are kept in a safe, but that no safe is available for the Treasurer's use. Motion made and seconded that Treasurer M. Montgomery investigate the cost of purchasing a second-hand safe or a cash box, and after her report, such an item be purchased at the discretion of the executive committee. Motion carried.

Councilor Anderson stated that a rubber stamp or referral slips would facilitate and expedite handling of PISEA mail. Funds for this could be allotted from the President's expense account.

Editor Hampshire read new articles regarding gifts to superiors and asked for an interpretation in order to be able to answer questions. The President is to direct a memo to the ARSEA council and ask for clarification since this is a matter of policy.

The May Symphony Concert reported a deficit of \$75.52. A letter will be sent to the Symphony orchestra association asking for another concert or a settlement of 1/2 of the fees for their appearance. The decision as to how the deficit will be made up will be held over until the next meeting.

The property chairman was asked to form a committee to paint and to relocate those picnic tables that need attention.

Don MacKay, ARCEA, announced that he was organizing summer bowling teams. He would like to have 30 people to form six teams to compete with NASA. Motion made, seconded, and carried that we sponsor mixed summer bowling teams.

Meeting adjourned at 4:30 p. m.

Beth DeBalski

Beth DeBalski
Secretary

Meeting of the Governing Board - PISEA

July 19, 1961

The regular bimonthly meeting of the PISEA Governing Board was called to order by President Menzel in the 4th Floor Conference Room, Administration Building, at 9:30 a. m. Wednesday, July 19, 1961.

Present were: Menzel, Hampshire, Montgomery, Demaree, Burgess, Noggle, Barrows, Robinson, Thomas, Anderson, Neal, and Cox. Absent: Mackay (ARCEA), Marcley, Briggie, Mayer, Rogers, and Taylor.

The minutes of the May meeting were approved as submitted for the record.

President Menzel announced that all items that were left hanging have been followed up except one, that is, the ordering of memo pads and business stationery for use by the Councilors. Such printing is usually done at Allen Printers. These supplies will be purchased from the President's miscellaneous fund. President Menzel also reported receipt of a letter from the State Tax Commission which confirmed this organization's status of incorporation. Following a meeting of the Executive Committee of a few weeks ago, the deficit for the May Symphony Concert has been taken care of properly.

The Treasurer reported a balance on hand of \$3,506.15. However, the disbursements for sparkplugs and bulbs have not yet been made. The report was accepted as read.

President Menzel appointed Mr. Neal as Operations Chairman with duties as discussed at the previous meeting.

Several possible club activities have been mentioned to President Menzel recently: Dr. McCracken (ARCEA) mentioned the possibility of forming a Reading Club, Record Club, or a Country Club. The Reading Club would have a rotating book system, with a supply of 100 books. A 10% supply of new books would be received each month and ten would be returned at that time. Payment would be set up on a monthly subscription basis. Dr. Cox will ascertain local interest in this club. Someone would be needed to act as Librarian. The Record Club would operate on somewhat the same basis. Persons most likely to be interested in such a club would be those with sound systems in their homes, whereby they might tape recordings borrowed from the club. The Country Club idea was mentioned as having a group at the Agricultural Research Center interested in the Glendale Country Club. Since considerable financial support would be necessary, a cautious approach was advised.

Regarding the formation of an Investment Club, President Menzel mentioned that Dr. McCracken informed him that he had so many interested persons in ARCEA that two clubs were organized. The President wondered whether such clubs could not operate fully as well without PISEA sponsorship.

2 - Meeting of the Governing Board - PISEA

Concerning our participation in the USDA Beauty Contest, President Menzel reported that a conflict had arisen last year because a contact had not been made with the over-all contest. He will contact Mr. Marcley to insure coordination with the USDA contest if we participate.

Another announcement made by President Menzel concerned news items for the Agricultural Reporter. C. Cunningham contacted Mrs. Hampshire for these news items. The President feels there should be improved methods for putting these items in the Reporter. He suggested that the coming play might be reported as well as athletic events or dances.

Reports of Committees:

1. Property - Briggles: President Menzel reported in Mr. Briggles's absence that the latter had checked on the picnic tables and found all six accounted for properly. He thought there might be a more equitable distribution of them and hoped that each main building would have at least one table for purposes of lunches, picnics, etc. The President also suggested that some of them need painting and perhaps this could be accomplished at the time of the moving.

2. Dance - Anderson: A report was obtained from the Research Committee and the net receipts from the Spring Dance were \$46.99. After a meeting of the Committee in June, November 9 was selected as the date for the Fall Dance, to be held in the Crystal Room. The contract for the use of this room has already been handled. Chairman Anderson had talked with Rex Thomas who reported that the Square Dances will be resumed, the first one to be free of charge, and a notice will appear in the bulletin regarding this. The idea of holding a dance aboard one of the boats on the Potomac was brought up for future reference, since it is too late in the year to plan for this summer. Cost of such an event would be \$300.00 for the chartering of a Diplomat, which accommodates approximately 350 people, plus the charge for an orchestra; however, since the sound system aboard is supposedly very good, tapes might be used. The boat goes nearly to Mt. Vernon, but would also provide a service of docking at Marshall Hall for one hour, if desired. A problem would arise out of the fact that Marshall Hall is on a segregated basis.

3. Deals and Discounts - Noggle: The pepper deal has been completed, and an 80-cup and a 30-cup percolator have been received, which are available for use. The profit from the sale of pepper amounted to \$12.33. The spark plug deal is still hanging, with \$41.28 having been taken in to date on sale of these items; however, the deal has not done too well. Regarding the oil deal, there was some confusion because of a mixup on the time of the arrival of the oil man. There are a few cans left and several persons have agreed to take some; however, everyone who wanted the oil did receive it. Our share of the profit on this deal would be \$28.97. Bulbs deal proved to be very good and a very profitable response came from both the Center and the Station. The profit for us per bulb

3 - Meeting of the Governing Board - PISEA

is about one cent. These materials will arrive in September. A discussion arose concerning the use of the percolators by individuals for private parties or gatherings outside of the Station. President Menzel will talk with Margaret Holmes about this, but it was suggested that approval should be given for outside use of the equipment, however, the party to whom the equipment is assigned should sign a form, assuming responsibility for breakage or damage and agree to return it in clean condition. There also should be a time limit on the usage of this equipment. A notice to this effect will be put in the August Bulletin.

4. Membership - Barrows: Chairman reported that there were 771 paid members with twelve associate memberships. Mrs. Frenzel has resigned, and, since her time was donated so willingly toward the keeping of the records, taking of tickets, etc., the Chairman thought it in order to ask the President to write her a letter of appreciation. The President agreed to do this.

5. Welfare - Mayer: Fifteen cards have been sent to members since the last meeting.

6. Transportation and Housing - Robinson: No report.

7. Athletic: A softball league is now active, with five participating teams and many more participating players. Summer leagues were organized, according to President Menzel. The Golf League did not ask for Association sponsorship since it must operate and be organized as a private activity because it plays at clubs which still include a segregation policy.

8. Recreation - Marcley: No report.

9. Education - Cox: According to the budget, the Education and Music Committees are combined. The Chairman, however, did not know of any activity of the Music Committee. The last survey for the Educational Committee indicated that forty-three persons were interested in conversational French and forty-eight in conversational Spanish. The Graduate School has informed him that an instructor will be provided here at Beltsville. It has also added elementary Russian and practical English to its curriculum, also at Beltsville. The cost would be \$30.00 per person and each course would be given one day per week for one hour and fifty minutes. If these courses are set up on an elementary basis by the Graduate School, credit may be received for them by students. Chairman Cox expressed the hope that he might find some people interested in great books. This interest would be differently pursued as contrasted with the Reading Club, as suggested previously.

Under new business, President Menzel reported that Gerry Birth, of the Music Committee, had spoken to him about the possibility of holding a Barber-shop Quartet Concert at some future date in the auditorium. The D. C. Chapter would provide the entertainment, with several quartets plus their chorus if the entire evening were devoted to them; however, it would be willing to be

4 - Meeting of the Governing Board - PISEA

a part of an evening's entertainment, in which case, one or two quartets would participate. The charge for an entire evening's performance would be around \$150.00 or \$200.00. Possible dates for them to be able to fill would be around the middle of October, then again just before Christmas or just afterward. A letter from the President would be necessary, indicating a choice of a date. The Barbershop Society's next Board meeting will be held August 9. Naturally, any concert from them would have to fit in with a schedule set up for the USDA Symphony Orchestra concert. It was felt that there would be more interest in the Barbershop Quartet concert if there were participation by some group here at Beltsville. The President suggested that the Music Committee present a program unit so that there would be a good spacing. It was brought out that "The PIPS" will give a September presentation, and possibly a spring presentation. This would have some bearing on the concert dates.

Christmas Party: After much discussion regarding whether to hold a party or not, and, if so, where the responsibility should be assigned toward the arrangements, a motion was made that the Soils Division be in charge of the Christmas party, this motion seconded. After another discussion, it was noted that perhaps this was too soon for this Division to assume charge since it was only two years ago that it was in a similar position, so the above motion was withdrawn. A substitute motion was made that this Association sponsor a Station Christmas Entertainment again this year, but leave it up to the Executive Board to make the decision as to who should assume the responsibility for arrangements. Motion seconded and carried. The President suggested that the Councilors might be paired by the Executive Committee on a rotation basis, according to the rotation or Division system used in the past. A motion was made that the above procedure be followed. Discussion followed in which it was pointed out that the Councilors have an unequal distribution of personnel responsibility. Above motion carried.

An inquiry has been made as to whether the Choraleers would qualify as a sponsored activity for financial support. This group might want to have a paid director in order to stimulate more interest in their activities. President Menzel felt that there was no difference from other groups and favored financial support. However, it was thought that the limitation would be the same as for other groups, namely, seventy-five cents per member. Later discussion indicated that there should be some evidence on the part of the group that it really did want the paid director and this would have a direct bearing on the financial support.

Meeting adjourned at 11:15 a. m.

Meeting of the Governing Board - PISEA

September 20, 1961

The regular bimonthly meeting of the PISEA Governing Board was called to order by President Menzel in the 4th Floor Conference Room, Administration Building, at 9:30 a.m. Wednesday, September 20, 1961.

Present were: Menzel, Hampshire, Montgomery, Demaree, Burgess, Schmidt, Brasher, Mayer, Cox, Neal, Rogers, Koch, Hoover, Stoll and Hanson.

The minutes of the July meeting were approved as submitted for the record.

President Menzel distributed memorandum pads which have been purchased for use by the Councilors.

The Treasurer reported a balance on hand of \$3,412.55 as of 9/20/61. However, disbursements for sparkplugs and bulbs have not yet been made. The report was accepted as read.

President Menzel announced the resignation of Charles Thomas as Councilor and the appointment of Mrs. Hoover as manager of the Beauty Contest.

Mr. E. J. Koch, representing the Music Committee, attended the meeting at the request of the President in order to report activity concerning the Symphony concerts.

Reports of Committees:

1. Property - Thomas: No report.
2. Dance - Anderson: In the absence of Chairman Anderson, Mrs. Stoll reported that a meeting of this committee will be held later this week. Details of the dance and beauty contest to be held on November 9 will be handled at that time. Full particulars regarding this event will appear in the next Bulletin.
3. Deals and Discounts - Noggle: Mr. Schmidt reported for Mr. Noggle, Chairman. Bulbs are expected to arrive shortly and the pansy deal is going well.
4. Membership - Barrows: In the absence of Dr. Barrows, Mr. Brasher reported that as of 9/17/61, there were 775 full-time members and 12 associate memberships.
5. Welfare - Mayer: Chairman reported receipt of a card of thanks from the Casterline family. Because of lack of information, only one card had been sent since the last meeting. She will place a notice in the Bulletin, soliciting cooperation in notifying her of illness, death, etc. President Menzel also asked for the support of the Councilors in supplying information of this type to Mrs. Mayer.

2-Meeting of the Governing Board - PISEA

6. Transportation and Housing - Robinson: No report.

7. Athletic - Taylor: No report.

8. Recreation - Marcley: In the absence of the Chairman, President Menzel announced that Mr. Marcley's move downtown appears to be temporary and that he will be returning to the Station; therefore, he will be able to continue as Chairman of this committee. However, since his new location at the Station is to be in the South Building, it will be necessary to name a new Councilor for the Administration Building. The President also noted that Personnel Division frowns somewhat on participation of its employees in PISEA activities. In view of this, it was suggested that President Menzel meet with Mr. McAuley to discuss the matter. This approach could be timed with a personal contact that will be made later with Mr. McAuley concerning the beauty contest and perhaps some constructive results could be obtained with respect to his feeling about Employees Association activities.

8. Education - Cox: Several surveys have been made during the summer, requesting opinions on the types of programs that might be desired; however, the results were not too encouraging. Underway are those activities that the Graduate School courses offer relating to Arts and Crafts, but little interest has been aroused. The Chairman feels more publicity is needed. Dr. Cox then asked Mr. Koch to give further reports concerning school courses and enrollments. These were outlined as follows: There are 47 enrollees in the Graduate School from the Station and ARC has 95 enrollees for courses. The language courses, under Dr. Cox's leadership, were instigated by this group. French and Russian will definitely be offered, with about 10 enrollees for each course. Fewer than 10 are presently enrolled for Spanish, so it may not be given. An Arts class, with an enrollment of 9, will be given. Chemistry courses given in ARC stimulated good interest, but not much was shown at the Station. Introductory Statistics course will be given as well as a course in Electronics. English Usage course is being held, with approximately 10 enrollees.

With respect to Arts and Crafts, Mr. Koch recalled that a Hobby Show had been held several years ago with success. Since there has been recent interest shown in behalf of this activity, President Menzel suggested that one might well be sponsored in the near future.

9. Christmas Party - Taylor: Mr. Neal reported for Chairman Taylor that no Chairman has been secured to organize a Station Christmas Party, although he received many offers to help in other ways. Mr. Rogers reported that the majority of personnel in the greenhouses was not interested in an over-all Christmas Party, since individual groups in these locations held small parties. The President agreed that this feeling existed quite generally; however, since the Board had passed on holding some sort of party for the Station, he asked the present committee to make another attempt to organize a Christmas Party Committee from among the people they represent. The consensus of opinion from the Board was that some sort of

3-Meeting of the Governing Board - PISEA

event should be held, even if only in the form of a Carol Sing. Even this, though, would require organization and supervision. The President stressed the need for such a committee to be set up not later than the middle of October. He offered his services as well as those of the other Board members. It was suggested that the present committee meet again and select 4 or 6 names; approach these people and, if a refusal is given, ask for suggestions from them as to other possibilities for the Chairmanship. Personal contacts were thought to be more effective than memoranda by mail.

New Business:

Beauty Contest - Mrs. Hoover: The following items were mentioned for consideration: (a) selection of judges, (b) run-off of finalists, (c) flowers for queen and corsages for judges, (d) crown for queen, (e) type of clothing to be worn by contestants, (f) admission free to dance for contestants.

Chairman reported receipt of four applications for the contest. President Menzel felt that Mrs. Hoover's committee should be a subcommittee of the Dance Committee and suggested that two persons from the Station and two from the ARC serve on her group. He also felt that the Governing Board should provide funds for free admission to dance for judges, contestants and escorts, and purchase of flowers. Otherwise, the expenses involved would have to be considered in the pricing of the tickets. Dr. Cox made a motion to authorize the appropriate body to use the necessary Employees Association funds to cover the beauty contest expenses, not to exceed \$100.00. Motion seconded and carried.

Symphony Concerts - Koch: The Agriculture Symphony will present four concerts this season, with as many as possible being held at the Plant Industry Station. The first concert at Plant Industry will be held November 12. The fee for each concert is \$200.00, but because of the fact that the music was not delivered for one of the concerts last year, an adjustment will be made, making the cost of the first concert this year \$100.00. A discussion followed about the availability of money to meet the cost of these concerts, which will be mainly through the sale of individual memberships. Dr. Cox moved that the Employees Association meet any deficit in the sale of memberships up to the amount of \$100.00 and authorize the Music Committee to proceed with the Agriculture Symphony concert on November 12. Motion seconded and carried. Dr. Cox further moved that the Music Committee use the same follow-up procedure whenever there is a \$100.00 carry-over for the succeeding concerts. Motion carried. President Menzel suggested the omission of one concert if sales response is not good.

Mr. Koch briefly stated that individual memberships are available for \$1.00 and \$2.00, with a restriction of admission to only one concert for \$1.00 membership, and family memberships can be purchased for \$5.00 and \$10.00, respectively.

Dr. Cox then moved that the PISEA purchase a \$10.00 Membership for this year. Motion seconded and carried.

4-Meeting of the Governing Board - PISEA

President Menzel asked Mr. Koch to continue to serve as Chairman of the Music Committee and report his activities to Dr. Cox, as Councilor.

Purchase of Safe for Treasurer: Mrs. Montgomery found that a 2-drawer cabinet, with a combination lock at the top, would cost about \$70.00. The conclusion was reached that it would be wise to investigate the possibility of using the safe belonging to the Credit Union, since any change in the office of Treasurer would necessitate the moving of a safe owned by PISEA. The President will also check on the possibility of having a lock placed on the file cabinet belonging to PISEA.

The Board was asked by the President to consider the request of Dr. Cooley to sell holly branches for Christmas decorations on the Station premises. In order to sell retail items, approval must be obtained from Dr. Logan, with requests emanating from the two Associations. Dr. Cox moved that requests be made to Dr. Logan for Dr. Cooley to sell holly as specified in his request. Motion carried.

President Menzel discussed the need for possible repairs to the record player, as reported to him by Mrs. Ritter of the Cafeteria. It was suggested that Don Rowan be asked to check and repair the machine, provided the cost does not exceed \$15.00. The expense will be borne by the PISEA.

Under other new business, Mr. Demaree asked for consideration of a suggestion made to him for having PISEA sponsor a clothing drive for the homeless families in the Texas disaster area. Discussion indicated that this was not exactly an item for the Association to handle. No action was taken.

Mrs. Montgomery inquired about the possibility of having a U.S. Post Office box put on the Station to care care of overflow of official, out-going mail after the last collection around 2:00 P.M. A location in front of the Administration Building was suggested. However, President Menzel indicated that this matter should be cleared with the Station's own Mail Department to determine what procedures are followed in recording or counting outgoing mail. Since this would come under Operations, Tom Neal was asked to check regarding the problems involved in mailing Government mail in an outside box, and vice versa.

Dr. Cox reported that Dr. Fisher had asked the Employees Association to make inquiry concerning the operation of the Blood Bank and whether all members were able to receive blood from the bank when needed.

Mr. Brasher brought up the problem of the Coca-Cola machine, located in the Soils Building. Its operation is faulty and there have been numerous complaints. President Menzel recommended that all such complaints be telephoned to Mr. Grover of the Welfare and Recreation Association downtown, since they contract for this service.

Meeting adjourned at 11:35 a.m.

Respectfully submitted,

E. Burgess, Secretary

Meeting of the Governing Board - PISEA

November 15, 1961

The bimonthly meeting of the PISEA Governing Board was called to order by President Menzel in the 4th Floor Conference Room, Administration Building, at 9:30 a.m. Wednesday, November 15, 1961.

Present were: Menzel, Montgomery, Mayer, Cox, Barrows, Martin, Noggle, Anderson, Rogers, and Hunt.

President Menzel corrected Agenda for November meeting on item (1) from: Corrections or additions to August minutes (etc.) to: Corrections or additions to September minutes (etc.).

The Treasurer reported a balance on hand of \$3,063.96. However, there are some expenses on the Beauty Contest which have to be paid. Report accepted as read.

Reports of Committees:

1. Property - Thomas: No report
2. Dance - Anderson: Reported 281 tickets (157 member and 124 non-member tickets) sold for the dance on November 9. After disbursements, the remaining came to a total of \$102.35 to be split between the PISEA and ARCEA.

There was a disagreement in the amount of expenditure reported on the party between this report and the report given by the Treasurer. Chairman Anderson will persue this further and correct, if necessary, his report.

Compliments were paid to all participating in organizing the dance for its success. President Menzel suggested it be covered in the paper.

3. Deals and Discounts - Noggle: Reported that a perfume deal might be carried out before Christmas since it was carried out with such great success last year. Chairman Noggle also reported on deals and amount sold that were carried out since the last meeting of September, to be as following: Pansies (220), Anti-freeze (234 gals.), Motor oil (286 gals.), and Shelled pecans (3,460 lbs.).
4. Membership - Barrows: Reported a total of 779 members and 12 associate members as of this date. He also suggested that a roster, in triplicate, be sent to each Councilor to be filled out with the names of all members and all non-members, a copy of which will be given to the Contact Representative, Councilor, and the original to be given to the Chairman. At this time the contact people should contact all non-members, give them a general idea of our Association, and offer them the opportunity of joining.

2 - Meeting of the Governing Board - PISEA

President Menzel brought to the attention of the Board the question as to whether or not the membership fee should be changed. After discussion it was decided that the membership fee would remain the same.

5. Transportation and Housing - Robinson: No report
6. Athletic Activities - Taylor: No report
7. Recreational Activities - Marcley: No report
8. Educational Activities - Cox: Reports \$422.00 taken in on sale of concert tickets of the November 12 concert which assures us of two more concerts and a possible third. The next concert will be given on February 11, 1962.

A motion was made by Chairman Barrows that a committee be formed to improve the stage in the auditorium. Motion was seconded by Chairman Noggle. President Menzel will appoint a committee and make a memo on this from Logan to Cunningham.

9. Operations - Neal: No report
10. Christmas Party - Taylor: In the absence of Chairman Taylor, Mr. Roberts reported that as requested in the September meeting, he had approached numerous people about helping to organize a Station Christmas Party, but no one seemed interested since most of them reported their own individual groups were planning parties. President Menzel agreed that there seemed to be no need to persue this further.

New Business: Chairman Cox motioned that the PISEA sponser a door decoration contest for Christmas with prize awards to be cash. Chairman Noggle seconded the motion. President Menzel will appoint a committee for this.

President Menzel mentioned to the Board that he had received five passes for our membership in the Agriculture Symphony Association. He asked for suggestions on what might be done with them to further these concerts.

President Menzel also informed the Board that Mrs. Thrush, health nurse for the Station, had made the suggestion to him ~~tht~~ the PISEA might buy a wheel chair for the use of the PISEA members. The suggestion was turned down.

3 - Meeting of the Governing Board - PISEA

Mr. Martin, acting for Editor, Catherine Hampshire, remarked on the way that different groups helped last year in the Christmas program for the Rosewood State Training School for Retarded. They gave the money, which they ordinarily would have spent on buying Christmas cards for people with whom they associate daily, to the School. It was suggested that news coverage be given in case there are groups wanting to do this again this year.

Confirmation of New Councilors: Motion was made by Chairman Cox that Mrs. Margaret Lee be appointed Councilor in place of Councilor Thomas. Motion was seconded by Chairman Noggle.

Motion was made by Chairman Anderson that Mrs. Virginia McCalmont, if she agrees, be appointed Councilor in place of Councilor Marcley. Motion was seconded by Chairman Mayer.

6 Dec 1959. (Bulletin)

PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

At the annual meeting of the Employees Association, held in the Auditorium on December 2 at 8:15 a.m., the newly elected officers for 1960 were installed. J. D. Rowan, AMS, became President and Ronald G. Menzel, SWC, is the new Vice President; Dwight W. Swanson, SCS, became Editor, and Howard Hass, Inf. Div., was installed as the new Assistant Editor. However, following the meeting Mr. Hass was transferred to Washington and resigned. Mrs. Catherine Hampshire, SWC, the other candidate on the ballot, has agreed to be the Assistant Editor. Mrs. Rita Reamy is the new Treasurer. The new Councillors are William A. Jackson, SWC; Margaret C. Holmes and August E. Kehr, CR; and Elmer Mayer, AMS. The Councillors who will continue in office are E. J. Plantholt, AE; Evelyn Warchol, Ent.; S. Pranger, Pers.; Leola Pearson, Biometrics; and Frank Jones, ARCO. Mrs. Jane Maltby, SWC, was appointed Secretary by the President.

It was obvious from the reports given at the meeting by the various committee chairmen that there is good participation by members in the recreational activities sponsored by our Employees Association. In other words, for 75 cents annual dues we are really getting our money's worth. So that you may know of the accomplishments of your Association, we are inserting here the reports given at the meeting. The Association also publishes THE BULLETIN monthly. Virginia McCalmont, Inf.Div., was the Editor during 1959. This bulletin is intended to reach every member, and all expenses for supplies and printing are paid from membership dues.

Activities Committee - W. J. Biehl, Pers., Chairman

Plans are under way for the Christmas program to be held in the Auditorium on December 23 at 3:30 p.m. We have asked Secretary Benson to talk to us and hope he can accept. I assumed the chairmanship of the Activities Committee in June of this year, succeeding Walter Armiger, SWC. Mr. Armiger spent considerable time in trying to arrange for a flower show but due to a lack of interest and volunteers to help, a show was not held this year. Under the chairmanship of W. W. Pate, SWC, the 1958 Christmas program was planned and produced.

Spring Dance - Helen McDuffie, SWC, Chairman

The annual Spring Dance sponsored by the Agricultural Research Center and PISEA will be held in May 1960. Plans are being completed for the dance to be held at the Crystal Room, St. Bernard's Parish, Riverdale, Md. For the dance held last May there was a total of 353 tickets sold at \$2.25 each for a total of \$794.25. Expenses incurred were \$684.41, leaving a balance of \$109.84 which was divided between the two associations. A survey is to be made as to whether there is interest in holding a fall dance next year as well as a spring dance.

PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

At the annual meeting of the Employees Association, held in the Auditorium on December 2 at 8:15 a.m., the newly elected officers for 1960 were installed. J. D. Rowan, AMS, became President and Ronald G. Menzel, SWC, became Vice President; Dwight W. Swanson, SCS, became Editor, and Howard Hase, Inf. Div., was installed as the new Assistant Editor. However, following the meeting Mr. Hase was transferred to Washington and resigned. Mrs. Catherine Hampshire, SWC, the other candidate on the ballot, has agreed to be the Assistant Editor. Mrs. Rita Reamy is the new Treasurer. The new Councilors are William A. Jackson, SWC; Margaret C. Holmes and August E. Kern, CR; and Elmer Mayer, AMS. The Councilors who will continue in office are E. J. Planchette, AE; Evelyn Warhol, Ent.; S. Pranger, Pers.; Leola Pearson, Biometrics; and Frank Jones, ARCO. Mrs. Jane Malby, SWC, was appointed Secretary by the President.

It was obvious from the reports given at the meeting by the various committees that there is good participation by members in the recreational activities sponsored by our Employees Association. In other words, for 75 cents annual dues we are really getting our money's worth. So that you may know of the accomplishments of your Association, we are inserting here the reports given at the meeting. The Association also publishes THE BULLETIN monthly. Virginia McCalmont, Inf. Div., was the Editor during 1959. This bulletin is intended to reach every member, and all expenses for supplies and printing are paid from membership dues.

Activities Committee - W. J. Blah, Pers., Chairman

Plans are under way for the Christmas program to be held in the Auditorium on December 23 at 3:30 p.m. We have asked Secretary Benson to talk to us and hope he can accept. I assumed the chairmanship of the Activities Committee in June of this year, succeeding Walter Armiger, SWC. Mr. Armiger spent considerable time in trying to arrange for a flower show but due to a lack of interest and volunteers to help, a show was not held this year. Under the chairmanship of W. W. Pace, SWC, the 1958 Christmas program was planned and produced.

Spring Dance - Helen McDuffie, SWC, Chairman

The annual Spring Dance sponsored by the Agricultural Research Center and FISA will be held in May 1960. Plans are being completed for the dance to be held at the Crystal Room, St. Bernard's Parish, Riverdale, Md. For the dance held last May there was a total of 323 tickets sold at \$2.25 each for a total of \$726.75. Expenses incurred were \$684.41, leaving a balance of \$109.84 which was divided between the two associations. A survey is to be made as to whether there is interest in holding a fall dance next year as well as a spring dance.

Square Dance - Charles B. Davey, CR, Chairman

The square dances are held the first Saturday of each month at the Log Lodge . There has been an excellent attendance. We have a covered-dish supper before the dance, and urge more folks to attend the supper. Dr. McKay is our caller and is doing a good job. Financially our group is solvent.

Athletics Committee - Ben Stearns, Pers., Chairman

Athletic activities during the past year consisted of organized competition in archery, bowling, rifle shooting and softball. These activities were conducted cooperatively by employees of the Plant Industry Station and the Agricultural Research Center. A stimulated interest in archery has resulted in club membership increasing to 44. During the season a clubhouse and a roving range consisting of 14 targets were constructed, with funds provided by PISEA and ARCEA. There is also a practice range available to club members. Two bowling leagues, a men's league consisting of 14 teams, and a mixed league of 10 teams have been organized and are now participating in weekly competition. The gun club, consisting of 45 members, had its annual qualifying meet and is now actively competing in the Maryland Shooter's League. No funds were needed from the Associations this year for support. ~~kxrk~~[In 1957 ~~xxxx~~ PISEA and ARCEA each provided \$250 for the construction of a storage house]].

A softball league comprising 5 teams was organized in May. A split schedule of 16 games was arranged with 8 games played in the first half and 8 games in the second half. Winners of each half then met in a best 2-out-of-3 game series to determine the league winner.

There were not enough golfers in any one class to make up teams and compete this summer in leagues sponsored by the Federal Golf Association. It is believed that next year more interest will be shown in this activity to warrant organizing one team and possibly several.

Bridge Club - E. J. Koch, Biometrics, ~~Chairman~~ President

The Bridge Club continues to be active and growing. Eleven meetings have been held at the Maryland National Capital Park and Planning Commission Recreation Building called Parklawn in West Hyattsville during 1959. No meeting is held during December. During these meetings 196 couples and 18 single people have been entertained. Twelve couples have made reservations and have not cancelled before the Wednesday evening deadline. Thus, the average attendance has been slightly more than 37 people plus the 4 people who are hosts each month. Nine new couples and one single person have joined the club during 1959 making our total membership of 42 couples and 3 singles. There have been no withdrawals from membership during the past year. The treasury is currently solvent. The club wishes to express appreciation to PISEA for purchasing playing cards.

PLANT INDUSTRY ASSOCIATION

Spokane Dance - Charles B. Davey, OR, Chairman, also held the first dance at the lodge. The square dances are held the first Saturday of each month at the lodge. There has been an excellent attendance. We have a covered-dish supper before the dance, and urge more folks to attend the supper. Dr. McKay is our caller and is doing a good job. Financially our group is solvent.

Athletic Committee - Ben Stearns, Pore, Chairman, Treasurer, and Ben E. Stearns, Pore, Secretary. Athletic activities during the past year consisted of organized competition in archery, bowling, rifle shooting and softball. These activities were conducted cooperatively by employees of the Plant Industry Station and the Agricultural Research Center. A stimulated interest in archery has resulted in club membership increasing to 44. During the season a clubhouse and a moving range consisting of 16 targets were constructed, with funds provided by FISEA and ARCA. There is also a practice range available to club members. Two bowling leagues, a men's league consisting of 10 teams, and a mixed league of 10 teams have been organized and are now participating in weekly competition. The gun club, consisting of 45 members, had its annual qualifying meet and is now actively competing in the Maryland Shooter's League. No funds were needed from the Association this year for support. In 1957 years FISEA and ARCA each provided \$250 for the construction of a storage house.

A softball league comprising 2 teams was organized in May. A split schedule of 16 games was arranged with 8 games played in the first half and 8 games in the second half. Winners of each half then met in a best 2-out-of-3 game series to determine the league winner. The activities of the Association have been successful. I would like to thank the members of the Association for their cooperation in making up teams and competing. There were not enough golfers in any one class to make up teams and compete this summer in leagues sponsored by the Federal Golf Association. It is believed that next year more interest will be shown in this activity and various organizing one team and possibly several teams are planned and

Bridge Club - E. J. Koch, Bloomington, Chairman President

The Bridge Club continues to be active and growing. Eleven meetings have been held at the Maryland National Capital Park and Planning Commission Recreation Building called Parkview in West Hyattsville during 1959. The meeting is held during December. During these meetings 196 couples and 18 single people have been entertained. Twelve couples have made reservations and have not cancelled before the Wednesday evening deadline. Thus, the average attendance has been slightly more than 37 people plus the 4 people who are hosts each month. Nine new couples and one single person have joined the club during 1959 making our total membership of 42 couples and 3 singles. There have been no withdrawals from membership during the past year. The treasury is currently solvent. The club wishes to express appreciation to FISEA for purchasing playing cards.

Choraleers - E. J. Koch, Biometrics, President

The Beltsville Choraleers sponsored jointly by PISEA and ARCEA has completed another successful year. A concert called "Summer Garden Serenades" was given on June 2 at the Log Lodge and on June 3 in the P. I. Auditorium under the direction of Mrs. Shirley Lewis. Mrs. Ruth MacKenzie assumed the directorship in October and conducted the Thanksgiving concerts at the Log Lodge on November 23 and at P. I. Auditorium on November 24. Donations received at these two concerts were \$17.94 for the summer concerts and \$28.88 for the Thanksgiving concerts. The group also sang for several office Christmas parties last year and at one regional Church meeting during the year. As of December 1 there were 25 regular members, which is some lower than our membership has been in the past.

Goodwill and Membership - V. Jeannette Frenzel, ARCO, Chairman

The Goodwill and Membership Committee was composed of 44 contact persons located in the various Divisions who handled the sale of membership cards and reported illnesses and deaths of members of the Association and their families. The total membership as of December 1 was 763 regular members and 16 associate members. 14 get-well cards and 7 sympathy cards were sent during the year.

Transportation and Housing - Mary Louise Reiff, Pers., Chairman

I had 71 requests during the year, 16 for houses to rent, 9 for houses for sale, 20 rides wanted, and 26 requests to rotate driving. I have no way of knowing if all the houses were rented or sold. All the requests for rides were satisfied.

Square Dance - Charles B. Davey, CR, Chairman

The square dances are held the first Saturday of each month at the Log Lodge. There has been an excellent attendance. We have a covered-dish supper before the dance, and urge more folks to attend. Dr. McKay is our caller and is doing a good job. Financially our group is solvent.

Discount Deals - J. D. Rowan, AMS, in charge

During this year, new discount lists compiled by AECA have been distributed. Wholesale catalogs have been available for use by the members and one new catalog obtained, "Wholesale Photo Supply Company, Incorporated." Discount purchases have been as follows: Flower show tickets, \$70.00; movie tickets \$121.50; motor oil, antifreeze, and vitamins, \$38.00; walnuts, \$425.45; dates, \$365.40; and pecans, \$2,850.00, making a total of \$3,870.35. Profits from the walnut, pecan, and date purchases cannot be determined until completion of the transaction. Also, orders amounting to several hundred dollars for used air conditioners were handled.

Charalocera - R. J. Koch, Blomerville, President

The Blomerville Charalocera sponsored jointly by WSEA and ARCA has completed another successful year. A concert called "Summer Garden Serenades" was given on June 2 at the Log Lodge and on June 3 in the P. I. Auditorium under the direction of Mrs. Shirley Lewis. Mrs. Ruth Mackenzie assumed the directorship in October and conducted the Thanksgiving concert at the Log Lodge on November 23 and at P. I. Auditorium on November 24. Donations received at these two concerts were \$17.94 for the summer concerts and \$28.88 for the Thanksgiving concert. The group also sang for several office Christmas parties last year and at one regional Church meeting during the year. As of December 1 there were 25 regular members, which is some lower than our membership has been in the past.

Goodwill and Membership - V. Jeannette Frenchel, ARCO, Chairman

The Goodwill and Membership Committee was composed of 44 contact persons located in the various Divisions who handled the sale of membership cards and reported illnesses and deaths of members of the Association and their families. The total membership as of December 1 was 763 regular members and 16 associate members. 14 get-well cards and 7 sympathy cards were sent during the year.

Transportation and Housing - Mary Louise Reiff, Ford, Chairman

I had 71 requests during the year, 16 for houses to rent, 9 for houses for sale, 20 rides wanted, and 26 requests to rotate driving. I have no way of knowing if all the houses were rented or sold. All the requests for rides were satisfied.

Square Dances - Charles B. Davey, CR, Chairman

The square dances are held the first Saturday of each month at the Log Lodge. There has been an excellent attendance. We have a covered-dish supper before the dance, and urge everyone to attend. Mr. McKay is our caller and is doing a good job. Financially our group is solvent.

Discount Deals - J. O. Rowan, AMS, in charge

During this year, new discount lists compiled by ARCA have been distributed. Wholesale catalogs have been available for use by the members and one new catalog obtained, "Wholesale Photo Supply Company, Incorporated." Discount purchases have been as follows: Flower show tickets, \$70.00; movie tickets, \$121.50; motor oil, antiseptics, and vitamins, \$38.00; walnuts, \$425.42; dates, \$363.40; and pecans, \$2,850.00, making a total of \$3,870.32. Profits from the walnut, pecan, and date purchases cannot be determined until completion of the transaction. Also, orders amounting to several hundred dollars for used air conditioners were handled.

Treasurer's Report - Alice Renk, AMS, Treasurer

The balance on hand as of December 2, 1958, was \$600.23. Receipts from December 2, 1958, to December 2, 1959, were \$4,910.52, and disbursements were \$4,316.16, leaving a balance on hand of \$1,194.59. Included in this balance is \$425.45 collected for black walnuts. The actual balance of PISEA funds is \$769.14.

President's Report - John W. McKay, CR

One of the President's chief duties is to represent the Association in meetings of the Welfare Association in Washington, in order to benefit from services and information available there. Three trips were made to the city during the year for this purpose, and the President learned many items of value and interest from reports of other associations. The President suggests that closer contact with the Washington office would yield benefits of great value to our Association that are not now realized.

The President's office made no new or outstanding contributions during the year, and Association affairs went forward on an even keel as a result of the efficient work of the Governing Board.

Treasurer's Report - Alice Rank, AMS, Treasurer

The balance on hand as of December 31, 1958, was \$609.22. Receipts from December 1, 1958, to December 31, 1959, were \$4,910.52, and disbursements were \$4,316.16, leaving a balance on hand of \$1,194.58. Included in this balance is \$425.45 collected for black walnut. The actual balance of PISA funds is \$769.14.

President's Report - John W. McKay, CR

One of the President's chief duties is to represent the Association in meetings of the Welfare Association in Washington, in order to benefit from services and information available there. Three trips were made to the city during the year for this purpose, and the President learned many items of value and interest from reports of other associations. The President suggests that closer contact with the Washington office would yield benefits of great value to our Association that are not now realized. The President's office made no new or outstanding contributions during the year, and Association affairs went forward on an even keel as a result of the efficient work of the Governing Board.

Transportation and Housing - Mary Rank, AMS, Treasurer

I had 75 requests during the year for travel in order to attend meetings. 20 were granted, and 15 requests for travel during the year were granted. All the requests for travel were granted.

Public Affairs - Charles E. McKay, CR

The public affairs committee held the first meeting of the year on the 1st of January. There has been an excellent attendance. The committee has been very active in public affairs, and has been very successful in its efforts. The committee has been very active in public affairs, and has been very successful in its efforts.

Public Affairs - J. A. McKay, AMS, Treasurer

During the year, the public affairs committee has been very active in its efforts to represent the Association in public affairs. The committee has been very successful in its efforts, and has been very active in public affairs. The committee has been very successful in its efforts, and has been very active in public affairs.

PISEA Executive Meeting

January 10, 1962

Present were Menzel, McCracken, Montgomery, and Hunt.

McCracken and the Executive Board at the Center has discussed with Mr. Cunningham the possibility of establishing a branch activities office to serve PISEA and ARCEA. Mr. McCracken has contacted a student in Business Administration, who would have a half a day off (5 days a week) in which he could handle our deals and discounts and turn the results over to the Treasurer of either association, whichever the cast might be. He has agreed to work for \$1.25 an hour for the first six months. After that there will be an adjustment in salary.

McCracken would like for us to find space so that the student can work over here two days out of a week and over at the Center three days. This will be worked out at a later date. McCracken suggested that we (PISEA AND ARCEA) offer to pay 2/3 of the student's salary. This would roughly be \$433.00 for six months. PISEA and ARCEA might share this expense on the basis of number of members in the two organizations. It was also suggested that the student maintain display cases for the U.S.D.A. Welfare and Recreation Association at the Log Lodge.

McCracken said that once we get the downtown Board to hire the student, we would discuss mileage compensation with them.

The downtown Board should be holding a meeting of the first or eighth of February.

There will be a flyer on bulbs from Holland the last of this week (1/8 - 12/62) or the first of the following week. The bulbs will be sold for \$.60 a box (box contains one dozen). (McCracken's Board also discussed selling them for \$.05 per bulb). Shipment and sale of bulbs guaranteed. Shipment will be 1800 boxes.

Nominating Committee appointments were discussed and the following suggested: South Bldg., Hermine Newberry, North Bldg., Fran O'Brien Admin. Bldg.-Main Wing, Virginia McCalmont, West Bldg., Ken Demaree, Seed Lab., Rugh Bell, Photo Lab., Shops, and Range #1, Ruth Fenwick. Others for Soils Bldg., Admin. Bldg.-North and South Wing, and Ranges to be appointed.

Menzel will appoint an Auditing Committee from the Governing Board. Auditing will take place within two weeks after the Governing Board meeting on Jan. 17.

Meeting of the Governing Board - PISEA

January 17, 1962

The bimonthly meeting of the PISEA Governing Board was called to order by President Menzel in the 4th Floor Seminar Room, Soils Building, at 9:30 a.m. Wednesday, January 17, 1962.

Present were: President Menzel, Vice-President Demaree, Secretary Hunt, Councilors Mayer, Barrows, Cox, Neal, Rogers, Noggle, Martin and McCalmont. Don Rowan was present acting as alternate for Councilor Anderson. Earl McCracken represented ARCEA.

Minutes for November meeting accepted as submitted.

Due to absence of the Treasurer, her report was not given.

President Menzel announced that: (1) A nominating committee had been appointed and the election will be held in February. The results will be announced. (2) An auditing committee had been appointed to audit the treasurers books the week of January 22 - 26, 1962. (3) Each committee chairman is requested to make an annual report on committee activities of the preceding year. The report is to be in his office by February 21.

Reports of Committees:

1. Property - Lee: No report
2. Dance - Anderson: Rowan reported for Anderson on the fall dance: \$593.00 total income - \$490.65 expenses - \$102.35 profit - and after beauty contest expenses were taken out, a check for \$17.28, one-half of the total profit of the dance, was sent to ARCEA.

As yet, no Spring dance has been scheduled.

3. Deals and Discounts - Noggle: Reported that the pecan deal was completed and had run a deal on perfume with the following results: 708 vials were sold, with a \$387.00 profit. We will presently be handling a deal on gladiolus bulbs. Also there will be a deal on movie tickets. These two deals will be handled by alternate Gordon Schmidt. These should complete the deals and discounts by the present Governing Board.
4. Membership - Barrows: As of this time he has received \$240.00 on sale of membership tickets. Not all the money has been turned in for membership tickets but they seem to be selling very well.

5. Welfare - Mayer: No report
6. Transportation and Housing - Robinson: No report
7. Athletic Activities - Taylor: No report
8. Educational Activities - Cox: Reported that a committee had looked over the situation of the auditorium and listed things that could be done. Also a draft of a letter had been prepared to be presented to Logan. Cox asked that President Menzel review the draft and make any corrections that may be necessary before presenting it to Logan. The music concert to be given in February is still being planned. Also we are assured of another concert following the one to be given in February. We have a new drama cast and anticipate putting on a production.
9. Operations - Neal: Reported it not clear as to whether we are under Beltsville or College Park territory for mail pick-up. Also Neal stated that personal mail could be put with government mail but this was not encouraged. It was decided that the problem of the mailbox in front of the Administration building should be an administrative problem and not one for the PISEA.

New Business:

Rowan moved that Margaret Mayer be accepted as assistant editor by acclamation. Motion seconded by J C Noggle and was passed.

McCracken reported to Governing Board on establishing a branch of the activities office to serve PISEA and ARCEA. A student in business administration is available for half-day employment to take care of our deals and discounts. If the Board downtown concurs and employs the student, the two associations should agree to pay two-thirds of the employee's salary for the first six months (which will be a trial period) after which time his salary will be readjusted. McCracken assured us that all would benefit should this materialize.

Dr. Cox moved that we concur with McCracken and the Governing Board try to get a branch of the downtown activities office out here in Beltsville. Barrows seconded the motion and it passed.

After discussing the record player in the cafeteria, it was decided that a new (F M) tuner was needed. Rowan moved that the PISEA purchase a tuner without a limit to price. Motion was seconded by Demaree. The motion passed on a 5 - 2 vote. President Menzel will appoint someone to check on the tuner.

Mrs. Reid asked Neal to get permission to replace a large serving platter that was broken at a Christmas party. Neal moved that the platter be replaced by Mrs. Reid with PISEA money. Rowan seconded the motion. Motion passed by a 6 - 1 vote.

Martin requested that he be notified of the changes of contact representatives as they occur.

Cox suggested that the response to the Christmas program was such that we would not like to disregard this program entirely. We should have, in the future, a Christmas committee to be sure that we continue similar gatherings.

An expression of appreciation was given for the Christmas activities that were given this past Christmas.

Also it was expressed that the response to the Christmas door decoration was moderate and that the awards were presented at the Choraleers Christmas program.

Meeting was adjourned.

MINUTES OF ANNUAL MEETING - PISEA

March 7, 1962

The annual meeting of the Plant Industry Station Employees Association was called to order by President Menzel in the Plant Industry Auditorium, March 7, 1962, at 9:00 a.m. Approximately 30 members attended.

The minutes of the 1960 annual meeting were read and approved.

President Menzel gave a resume of the activities during his term of office in 1961 and remarked on several projects which should be given serious consideration during the next term. It was moved that his report be accepted. The motion was seconded and approved.

In the absence of the treasurer, President Menzel gave her report of the receipts and expenditures of the association funds during 1961 and January and February 1962. The balance on hand is \$3,245.00.

An Auditing Committee consisting of L. W. Briggles and H. L. Barrows audited the treasurer's books on January 25 and found them in order.

The chairmen of the following committees reported on their committee activities: Dance, Deals and Discounts, Membership, and Welfare. President Menzel reported for the following committees in the absence of the chairmen: Property, Transportation and Housing, Athletic Activities (report pending submittal of report from presidents of athletic clubs), Educational Activities, Recreational Activities, Operations, and Editor.

President Menzel, suggested that on the next ballot for the election of officers and councilors, a space be allotted for each individual to designate location in which he is voting. There was some discrepancy this year as to where some of the ballots were cast, since more than one location was marked.

President Menzel announced the results of the election and introduced the new councilors for the coming year.

The meeting adjourned at 10:00 a.m.

Betty Hunt
Secretary

Annual report of the president of PISEA

March 7, 1962

The current status of the Plant Industry Employees Association is encouraging. Membership is greater than at this time last year. The cash balance of the Association doubled during the year. This resulted almost entirely from sponsoring more discount purchases for members.

The Plant Industry Station Employees Association incorporated during 1961. This is a major step which lessens the likelihood of personal liability if an accident should occur at any of our sponsored activities.

A new activity which received encouraging support during 1961 was the presentation of concerts in Plant Industry Auditorium by the Agriculture Symphony Association. Other new activities were the PIPS (Plant Industry Players) and a tenpin bowling league. It is hoped that interest in all these activities will increase in 1962.

The Association is interested in improvement of Plant Industry Auditorium for presentation of concerts and other activities. A memorandum expressing our interest and support for such improvement has been forwarded to Mr. C. A. Logan of the Agricultural Research Center Office of Operations. Another item of unfinished business is the purchase of an FM tuner for the Plant Industry Station Cafeteria. This purchase has been authorized by the governing board and is now pending an investigation of the type of aerial needed for good reception.

The Association, together with the Agricultural Research Center Employees Association, is vitally interested in the establishment of a branch office of the U.S.D.A. Welfare and Recreation Association at the Agricultural Research Center. Establishment of this office has been authorized and applicants for the position of branch office director are being sought. This office will make more of the facilities and activities of USDAWRA available to us. It may also assist in publication of the Bulletin and increase the number of discount deals available to us by performing some routine collection and distribution functions.

If the membership and financial resources of the Association continue to increase, the new governing board should consider seriously the long-range goals of Plant Industry Station Employees Association. A decision should be made as to whether we should make some activities, such as symphony concerts, available to our

members at lower cost, or work toward a major objective, such as obtaining a recreation hall, golf course, or similar facility. Such long-range planning should be undertaken cooperatively with the Agricultural Research Center Employees Association. Much of our present strength results directly from such cooperation in the past.

The new governing council should study seriously the possible role of this Association as an employee organization.

John L. Cox - Vice President
 John Whippley - Treasurer
 Mary Lois Hunter - Secretary
 Margaret Meyer - Editor
 Earl McCracken - ARCEA Liaison Rep.
 and Councilman
 Frank Langer - Admin. Mdg.
 Edward J. Brooks - North Wing, Admin. Mdg.
 Ray Anderson - South Wing, Admin. Mdg.
 Rachel Alpert - North Mdg.
 James A. Robertson - South Mdg.
 Dorothy Guthrie - South Mdg.
 Royal Decker - South Mdg.
 J. C. Anglin - South Mdg.
 Lawrence Jones - Greenhouse,
 Range 1, Range and Photo
 Lab
 J. C. Anglin - also representing
 Range 1, Greenhouse
 Howard Hyland - North Mdg.

The President announced the Committee appointed to serve as Chairmen of the various committees:

Property	Secretary Affairs
Dance	Ray Anderson
Daily and Recreation	Jack E. Cox
Membership	J. C. Anglin
Welfare	Rachel Alpert
Transportation and Housing	Royal Decker
Athletic Activities	Lawrence Jones
Educational Activities	
Operations	Howard Hyland

Dr. Hyland was unanimously voted on to replace Dr. Cox as Chairman for the North Building, with Joe Hines as alternate. It was moved and seconded that the President be requested to serve as representative on the Activities Committee of the U.S.N.A., and the International. The Vice President was elected to serve as representative to the ARCEA.

The Treasurer's Report (as of March 1, 1962) was as follows:

Balance at Start	\$1,115.15
Disbursements	\$1,115.15
Receipts	\$1,115.15

Balance March 21, 1962

\$1,115.15

Meeting of the Governing Board - PISEA

March 21, 1962

The first meeting of the new governing board of PISEA was called to order by President Demaree in the 4th Floor Conference Room, Administration Building, on March 21st at 10:00 A.M. The new officers and councilors were introduced. Those present were:

Kenneth Demaree - President
Edwin L. Cox - Vice President
Jean Estoppey - Treasurer
Mary Lois Newsom - Secretary
Margaret Mayer - Editor
Earl McCracken - ARCEA Liaison Rep.
and Councilors:

Frank Longen - Admin. Bldg.
Howard J. Brooks - North Wing, Adm. Bldg.
Ray Anderson - South Wing, Adm. Bldg.
Rachel Algaze - North Bldg.
James E. Robertson - South Bldg.
Rosemary Guthrie - South Bldg.

Jack Kinner - West Bldg.
Daniel Bohrer - Soils Bldg.
J. C. Noggle - Soils Bldg.
Lawrence Jones - Greenhouse,
Range 1, Shops and Photo
Lab
J. C. Noggle - Also represent-
ing Range 4, Greenhouse
Howard Hyland - North Bldg.

The President announced the Councilors appointed to serve as Chairmen of the various committees:

Property
Dance
Deals and Discounts
Membership
Welfare
Transportation and Housing
Athletic Activities
Educational Activities
Operations

Rosemary Guthrie
Ray Anderson
Jack Kinner
J. C. Noggle
Rachel Algaze
Daniel Bohrer
Lawrence Jones
Howard Brooks

Dr. Hyland was unanimously voted on to replace Dr. Cox as Councilor for the North Building, with Joe Hahn as alternate. It was moved and seconded that the President be appointed to serve as representative to the Activities Committee of the U.S.D.A. Welfare Association. The Vice President was elected to serve as representative to the ARCEA.

The Treasurer's Report (as of March 1, 1962) was as follows:

Balance on Hand:	\$3,245.76
Disbursements:	\$132.20
Receipts:	<u>247.00</u>

Balance March 21, 1962 \$3,360.56

Reports: Property - Guthrie: No report.

Dance - Anderson: Would like to have more cooperation from everyone if dances are to be successful. The Spring Dance has not been scheduled. The dances have been well attended with 275 to 300 people. There are a limited number of tickets, as the capacity of the Crystal Room is 350 people. \$125 would be the cost of the second room and another orchestra would have to be hired. 75% of the tickets should be sold if the Association is to break even. The tickets are sold in our cafeteria to avoid too many phone calls. There is no problem of getting people to attend, but we do need help from volunteers to help organize each dance.

Deals and Discounts - Kinner: J. C. Noggle has turned over material to Jack Kinner. "Kiss Me Kate" is to be presented at Howard University. The new Directory will be handed out to aid in circulating the flyers regarding it.

Membership - Noggle: A retired employee has joined the Association and will be an Associate Member. The report of this Committee was given at the Annual Meeting. There was some discussion as to whether the dues should be raised to .75 or \$1.00 to help pay for a new building for the Association and Credit Union. Nothing definite was decided.

Transportation and Housing - Bohrer: Mr. Bohrer was advised to see last year's chairman for files on car pools, houses for rent or sale, etc.

Welfare - Algaze: The Councilors should advise the Chairman to whom cards should be sent - this includes members and their immediate families. The new form should be used when cards are to be sent.

Athletics - Jones: The Soft Ball Team is considering inviting the Space Agency to join with them. The Archery Club is active and is self-supporting with \$40 in the treasury. It was suggested that all trophies be pooled. Article X, Section 1 should be read by all Association-sponsored clubs to see how to fulfill their obligations each year. (By-laws of the Association).

Recreation - Robertson: Entomology Group is organizing a Hobby Show combined with a Flower Show. Drama activity is being considered and posters were handed out to Councilors. The annual picnic will be discussed later.

Educational Activities - No chairman appointed as yet. This committee may have to be dropped. More concerts are planned by the Agricultural Symphony Orchestra. The deficit for the last three concerts does not exceed \$50. More interest is needed in the courses offered especially for the PISEA by the Graduate School. The Arts and Crafts course did not succeed because of lack of interest.

Operations - Brooks: No report.

Budget for coming year:

\$1,430 is promised, which leaves a good balance.

\$ 550	Bulletin
\$35	Piano tuning
\$25	President's expenses (stationery, stamps, etc.)
\$95-100	Athletic Clubs
\$25	Chloraleers
\$100	Beauty Contest
\$75	Drama Club
\$100	Orchestra
\$100	Education and Music

New Business:

A film by McGraw-Hill entitled "How to Cut Your Reading Time" may be shown. There is still a question as to whether or not we will get it.

Bridge Club: 20 decks of new cards are needed as the ones purchased in 1959 are well worn. The members would like to have monogrammed cards. A motion was made that the Executive Committee meet and decide how much money should be given and whether or not they should give enough to have the cards monogrammed. The Club would like to have a decision by March 28th. The members of the governing board thought that the amount should not exceed \$1.00 per deck.

Emergency calls at night: The men who have to be called out at night in the winter time on emergency repair jobs need a 30-cup coffee urn. This urn could be loaned out when they are not using it. It should be available for the men in the Service Building.

Deals and Discounts: There will be a meat and cheese deal before Easter. The question of distribution of items was discussed. It was decided that individuals who want to order meat should do so through the ARCEA, as it is too difficult to have it distributed here. This way they may pick up their orders themselves at the Log Lodge. It was thought that the cheese orders could be picked up in our cafeteria. It was stressed that people should make a special effort to take advantage of these deals.

Page four - FISEA - 3/21/62

Plans are still being made to employ a man to give full-time to handling such things as all the deals, magazine subscriptions, Christmas cards, vacation literature, and to organizing new clubs.

A golf course for Plant Industry Station has been approved by Mr. Logan.

Bulletin: Margaret Mayer asked for more cooperation in getting news in for the Bulletin by the 28th of each month.

The meeting was adjourned at 12:00.

Respectfully submitted,

Mary Lois Newsom, Secretary

PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

Minutes of May 16, 1962 Meeting

The meeting of the governing board of PISEA was called to order on May 16, 1962 at 10:00 A.M. by president Ken Demaree with 16 in attendance. Minutes of previous meeting were approved as circulated.

Treasurer reported disbursements of \$1,193.57, total receipts \$1,426.17 with balance on hand as of May 16, 1962, \$3,593.16.

Ken reported we had received an assessment of \$120 for property of PISEA. A maximum of \$6.00 for property tax will have to be paid.

Treasurer was authorized to pay \$30.00 for 20 decks of cards for Bridge Club. Permission was granted to dispose of 15 "well-worn" decks of cards.

Archery Club reports no need of financial help at this time.

There will be no softball league this year.

Bowling League will need approximately \$32.00 for trophies.

In response to our request, Mr. Logan reports that the back drop and side panel curtains on stage in auditorium will be replaced. Also, floor will be repaired and back of stage will be plastered and painted.

Approximately 160 people attended Symphony on Sunday, May 13th. We may be asked to make up any deficit.

There was some discussion on the Symphony. It was suggested that our concert dates be publicized in downtown Agriculture; more would participate if they were assured of 4 concerts annually; and that tickets should be available from Contact people.

A list of the property of PISEA was read by Rosemary Guthrie.

The Fall Dance will be held at the Crystal Room on October 12th. The Dance Committee is planning to listen to bands in the area before selecting one for the Fall Dance.

Jack Kinner reported on our latest "Deals." Approximately \$40.00 profit on cheese, \$210.52 on perfume, and breaking even on oil (motor).

PISEA Minutes
May 16, 1962 Meeting

-2-

Dr. Earl McCracken reported that he has interviewed a few more people for the full-time position of the employee associations. No commitments have been made at this time.

We have 785 members and 13 associate members in PISEA as of May 16, 1962.

Fourteen "all occasion cards" have been sent to members since last meeting with expenses of \$2.66. Discussion on sending funeral sprays when deceased is a member of PISEA.

Christmas Program was discussed as to support and suggestions.

Edwin Cox will continue as Educational Activities Chairman. No progress at this time on Activities Branch office.

It was suggested that we make a donation to Beltsville Volunteer Fire Department. Howard Brooks is to check into this and report at next meeting.

It was suggested that we have an Army Band open-air concert, maybe at noon time. Also combination of Symphony and Band Concert.

Jean Estoppey will check into the possible use of the Credit Union safe by PISEA treasurer and discount chairman.

Some additional soft drink machines are needed in the buildings. Pepsi machines are to be changed to 3 varieties in the near future.

There was some discussion as to ground available for Golf Course. Ken is to draft letter to Mr. Logan about the land for Golf Course.

Initiating a deal with a sporting goods company for golf balls, etc., and NASA employees participating in our "deals" were discussed.

We were notified of a meeting on June 7th of the Welfare and Recreation Association. Lunch at Plant Industry and dessert at Log Lodge.

Dr. McCracken and Ken Demaree are to arrange for a meeting of the executive officers of PISEA and ARCEA to discuss coordination of the two groups.

PISEA Minutes
May 16, 1962 Meeting

-3-

It was moved that we pay the artist a sum of \$5.00 for art work on cover of bulletin each month.

Meeting was adjourned at 12:00.

PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

Minutes of July 19, 1962 Meeting

The meeting of the governing board of PISEA was called to order on July 19, 1962 at 1:30 P.M. by the president, Kenneth Demaree.

Those in attendance were: K. Demaree, E. Cox, J. Estoppey, M. Mayer, N. Thrush, R. Guthrie, R. Anderson, J. Kinner, JC Noggle, R. Algaze, H. Hyland, H. Brooks, R. Fenwick, E. McCracken.

Minutes of the previous meeting were approved as circulated.

Treasurer reported total disbursements of \$188.09, total receipts of \$67.44, with balance on hand as of July 19, 1962, \$3,472.51.

President Demaree announced that a committee has been appointed to look into the golf course project, but there is no report from this committee as yet. He also stated that on June 7th the Recreation and Welfare Board met with a luncheon and meeting at the Log Lodge. On June 12th the Employee Activities had a special meeting downtown, and on June 27th he attended the Employees Activities Regular Meeting. Mr. Cunningham gave a talk on new services at this meeting -- Post Office, check cashing, and prescription service. There was a discussion on beginning a welcoming committee made up of volunteers of the Welfare Association to meet trains, secure housing, see to recreational activities, etc.

Property: Rosemary Guthrie reported no changes.

Dance: Raymond Anderson reported that the dance committee had selected an orchestra, the Modernaires, for the dance which will be held on October 12th, with tickets for sale September 27-28 at the Log Lodge and here. Tickets for members will be \$2.00 and for nonmembers, \$2.25.

President Demaree decided that no Beauty Contest would be held this year at the dance, but that if interest was shown, it would be considered next year. This was apparently agreed on by all.

Deals and Discounts: Jack Kinner reported no changes, but reminded all that the bulb orders were to be in by Friday.

Membership: JC Noggle reported that there were five new members.

Welfare: Rachael Algaze sent ten "all occasion cards" to members. There was a discussion regarding a fund for flowers and cards for members who are in the hospital or have died. The decision was made to adhere to a previous motion on record for only sending cards in case of death or for members in the hospital.

Transportation and Housing: Daniel Bohrer was not present, nor was his alternate, John Fleming.

Athletic Activities: "Pete" Jones was not present but his alternate, Ruth Fenwick, attended the meeting in his place. She presented two questions: (1) if a location for horseshoe pitching could be found, would the association buy the equipment, and (2) were extra picnic tables available?

Rosemary Guthrie will check the locations of the picnic tables on hand. The suggestion was made that we acquire three more tables: two to be placed at Range 1 and one at the North building. Dr. McCracken suggested that we purchase the tables in a group order with the Research Center from the Beltsville Lumber Company. It would be necessary to have the tables assembled and stained by our own people.

Permission would have to be granted for use of ground for horseshoe pitching. It was decided that the storage of horseshoes would be at one location and people using such equipment were to see to it that the equipment was returned to this location. Dr. McCracken offered his services for acquiring the horseshoes needed.

A motion was made by Edwin Cox and seconded by Howard Brooks that three sets (6 pairs) of horseshoes be purchased. A motion was made by JC Noggle and seconded by Howard Hyland that three tables be acquired for use. These motions were voted on and all were in favor of such purchases.

Recreational Activities: James Robertson was not present.

Operations: Howard Brooks reported on the suggested donation for the Beltsville Fire Department. The department can no longer bill us for calls. The Beltsville Fire Department Ambulance Service can be used and are willing to come here even though they know they cannot bill the government for this service. A Christmas donation was suggested or a blanket donation given at the time of the Department's annual drive. A motion was made by Howard Brooks that a donation be made once a year for the Beltsville Fire Department Ambulance Service to be given at the time of their annual drive for funds. This motion was seconded by Nancy Thrush. All were in favor of the motion.

The amount of the donation was discussed and it was noted that the service of a professional ambulance, which was not always prompt, was \$25.00. A motion was made by JC Noggle and seconded by Jack Kinner that \$25.00 should be donated each year to the Beltsville Ambulance Service at the time of their annual drive.

A suggestion was made that records should be kept in the groups on each individual's doctor, hospital preference, type of medical coverage, etc., which would be of aid to the health unit. It would be much better, however, if all such confidential records could be kept in a central place such as the Health Unit.

Educational Activities: Edwin Cox reported that no Graduate School studies will be planned for the summer season. He also suggested a plan for selling bonds as a means of raising funds for a community building on PISEA premises or for the golf course.

Dr. Cox informed the association that the details regarding the Symphony were not available as yet, but that the season would start some time in October. A suggestion was made that a definite number of concerts be set as well as a definite amount for the membership fee. Also, that councilors should work on promoting interest by advance information - a bulletin note should definitely be made. The committee was urged to have at least three concerts and that our contribution to deficit should not be over \$100.

The meeting was adjourned at 3:25 P.M.

PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

Minutes of September 19, 1962 Meeting

The meeting of the governing board of PISEA was called to order on September 19, 1962 at 8:36 AM by the president, Kenneth Demaree.

Those in attendance were: K. Demaree, J. Estoppey, M. Mayer, R. Algaze, R. Guthrie, J. Pickett, H. Hyland, E. McCracken, JC Noggle, D. Bohrer, and N. Thrush.

A correction was made in the minutes of the last meeting. The motion made by JC Noggle and seconded by J. Kinner was that a contribution should be made, and the amount voted on by the governing board, each year to the Beltsville Fire Department Ambulance Service, and that \$25.00 should be donated this year for their annual drive. This was not correctly stated in the minutes of July 19, 1962 meeting.

The treasurer, Jean Estoppey, reported total disbursements of \$365.99, total receipts of \$1,472.68, with balance on hand as of September 19, 1962, \$4,579.20.

President Demaree announced that the Bridge Club had acquired new decks of cards and now had 15 decks for loan during lunch time. Anyone interested could contact Jim Koch. He also stated that a little progress was being made by the golf committee. They had visited NOL to talk to the men about their golf course. It was learned that their 9-hole course had cost \$10,000; this did not count labor. It was felt that another \$10,000 would be needed for labor. The NOL group started a zoysia nursery for the greens; in time they were able to sell extra plugs which earned them approximately \$2,000 this year. This could be another way for PISEA to earn money. The committee wants to get a list of names of golfers in PIS, ARC, and NASA to see if the demand is great enough to support a golf course project.

Property: Rosemary Guthrie reported that the three sets of horseshoes had been acquired and were located at the North Building. Dan Bohrer and Lawrence Jones could be contacted regarding them. The three picnic tables were received, one placed at the North Building and one at Range 1. The third is to be placed at Range 1 also. Rosemary will check to see why this has not been done. All other tables are in their proper location.

Rachael Algaze had received inquiries about installing official court boxes for horseshoe pitching and suggested that this be considered. It was learned that this is not allowed as it is a hindrance in the maintenance of the lawns.

Dance Committee: Raymond Anderson was not present, but his alternate, June Pickett, attended the meeting in his place. She mentioned that the committee had picked the band and that tickets would be on sale September 27-28.

Deals and Discounts: Jack Kinner was not present, nor was his alternate. Dr. McCracken mentioned that \$50-\$60 was cleared on the spices, along with the coffee urn. He stated that the bulbs had not been delivered yet and felt that it was due to a late season in Holland. He mentioned that the pansy order was due and that other "deals" were pending, namely, anti-freeze, pecans, dates, perfume, etc. He will check with Jack Kinner regarding these items.

Membership: JC Noggle reported that there were three new members and that the correct total of PISEA members was 808, with 13 associate members.

Welfare: Rachael Algaze reported that 31 "all occasion" cards had been sent out.

Transportation and Housing: Dan Bohrer reported that he had received no calls regarding housing, but that he had received calls for rides - though none for riders.

Athletic Activities: "Pete" Jones was not present, nor was his alternate.

Recreational Activities: James Robertson was not present, nor was his alternate.

Operations: Howard Brooks was not present, nor was his alternate.

Educational Activities: Edwin Cox was not present, nor was his alternate.

New business:

Jean Estoppey suggested investing part of PISEA funds into the Credit Union or a bank. The board agreed that she should investigate the best possibility.

President Demaree reported that he checked into the matter of the "egg money" and that we should receive \$75-\$80, half to go to the Welfare Association downtown and half to PISEA. A check would be forwarded for the amount. Dr. McCracken offered to look into this division as he felt that PISEA should receive more than half, ARC does, and the arrangements were supposed to be the same.

Further discussion was started on the golf course project. Dr. McCracken felt that it was possible to get land adjoining the Agriculture rifle range, though this could be a danger. He had learned that acquiring the land only required Mr. Logan's recommendation and Dr. Shaw's okay, though Dr. Shaw would probably ask for an okay from the Secretary. He felt the possibility for such a purchase was good, but urged quick action. It was agreed that a meeting should be called of people interested in forming a golf club. If the club is formed and officials elected, a formal request for purchase of land should be made as soon as possible. Further information regarding construction of courses, cost, etc., might be obtained from Mr. Cunningham when he returns from Dayton, Ohio. The possibility of getting Mr. Fred Grau to design the course was considered. Dr. McCracken offered to keep NASA people informed should a club be started. It was agreed that a Flyer should be sent out immediately to all members of PISEA and ARC to notify them of a meeting to be held at 12:30 PM, September 26th, in the auditorium. A section of the flyer was to be signed and returned to A. Mercuri at PIS and G. Swift at ARC by those members interested in a golf club and course, regardless of whether or not they were able to attend the meeting. Dr. McCracken will distribute the flyers to ARC and Jack Kinner to PIS.

A motion was made for adjournment by Howard Hyland and seconded by JC Noggle.

The meeting was adjourned at 9:30 A. M.

PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

Minutes of November 28, 1962 Meeting

The bimonthly meeting of the PISEA Governing Board was called to order by President Demaree in the Fourth Floor Conference Room, Administrative Building at 8:30 a.m. Wednesday, November 28, 1962.

Those in attendance were: Demaree, Estoppey, Mayer, Algaze, Guthrie, Fenwick, Kinner, Noggle, Bohrer, Thrush, McCracken, Cox, Rowan, and Moore.

The treasurer reported total disbursements of \$6,613.50, total receipts of \$8,006.74, with balance on hand as of November 28, 1962, \$5,972.44.

Mr. Demaree announced that a list of all people interested in golf was being prepared. There are 115 at ARC, and 125 at PIS. It was urged that action be taken as soon as possible to complete the organization of the club so that the land could be obtained.

Property - Guthrie: No report.

Dance Committee - Rowan: Reported that \$80.88 was cleared on the Fall Dance.

Deals and Discounts - Kinner: Reported that some of the items had come in for distribution, but that he was still waiting for other items.

Membership - JC Noggle: Reported that there were eight new members.

Welfare - Algaze: Stated that 14 assorted cards were sent out.

Athletic Activities - Jones: Absent. R. Fenwick, his alternate, reported that the committee would paint and store the new tables and that the horseshoes would be stored for the season.

Educational Activities - Cox: Announced a good response to the questionnaire, "Introduction to the Practice of Supervision." This course should begin January 15, 1963 and will be held each Tuesday evening from 6:45 to 8:45 p.m. in the ARCO Conference Room located in the Administration Building.

It was announced that the Choraleers would sing at the annual Christmas gathering in the Plant Industry Auditorium, Wednesday, December 19, at 12:30 p.m. Door prizes would be given at that time.

PISEA Minutes

November 28, 1962 Meeting

- 2 -

New Business:

It was agreed that the prize for each winning door be the same as last year - \$3.00 for the best door in each of the following classes: religious, traditional, and humorous.

A motion was made by D. Rowan to allow up to \$50 for expenses for the Christmas party. The vote was unanimous.

The motion was amended by E. Cox to give the same amount of money (\$3.00) to the same category as last year.

The Board agreed to appoint a committee to decorate the trees to be put in the cafeteria, auditorium, and in front of the Administration Building.

It was decided that a committee to judge doors should consist of one representative from each division or building.

A motion was made by M. Mayer to instruct the treasurer to deposit all but \$1200 in a savings account. The motion was carried.

Dr. McCracken announced that a full-time employee was being considered for the deals and discount job. On December 6, he will submit a budget to the Welfare Committee downtown.

The meeting was adjourned at 10:00 a.m.

PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

Minutes of January 16, 1963 Meeting

The bimonthly meeting of the PISEA Governing Board was called to order by President Demaree in the South Building Conference Room at 8:35 a.m. Wednesday, January 16, 1963.

Those in attendance were: Demaree, Kinner, Robertson, Bohrer, Estoppey, Cox, Mayer, Thrush, Brooks, Guthrie, Noggle, Algaze, Young, Bott, and McCracken.

Minutes of the previous meeting were approved as circulated.

President Demaree announced that six people had been named for the Nominating Committee with Mrs. McCalmont as Chairman. An auditing committee was also selected to go over the books during January 21-25. President Demaree asked that reports be turned in by each member of the Governing Board.

The treasurer reported total disbursements of \$1,806.68, total receipts of \$165.91, with balance on hand as of January 16, 1963, \$1,331.67.

Property - Guthrie: Reported purchasing Christmas decorations for the Cafeteria Christmas tree in the amount of \$5.11.

Dance Committee - Anderson: Absent.

Deals and Discounts - Kinner: Reported that there were some "left-overs" in cheese and spices, and that a gladiolus deal might be coming up before March.

Membership - Noggle: Announced that the membership cards would be ready by the end of the week and that the dues would be 75¢. The deadline to close the membership drive would be February 15.

Welfare - Algaze: Reported a total of 15 cards sent out.

Transportation and Housing - Bohrer: Reported that he had received five requests for rides and notice of one house for rent.

Athletic Activities - Jones. Absent.

Recreational Activities - Robertson: No report.

Operations - Brooks: No report.

Educational Activities - Cox: No report.

New business:

President Demaree had received a call from Dr. Rex Thomas who inquired about interest at PIS in short films on technical and non-technical subjects to be shown once a month. It was agreed that the matter should be looked into further.

A discussion was carried on by the board regarding the coverage under PISEA for the group going to the Plaza. It seemed best that they should be covered until the possibility of a separate group is decided.

Dr. McCracken introduced Mr. John Young, who was recently employed to take care of the deals and discounts and various other activities (i.e., possibly a lending library, polio shots, Travel Club, ticket box office for theaters in Washington and New York, magazine subscriptions, drugs, etc.). Desk space would have to be found at both ARCEA and PISEA for his use.

Dr. McCracken showed a form for the listing of personal important papers for families. It was agreed that forms should be made up to be given to each member with his new membership card for 1963. Motion was made by Cox. Seconded by Mayer. Approved.

It was stated by Dr. McCracken that the Golf Club officers should be elected as soon as possible so that the land available for a course would not be lost to them.

A motion was made by Cox to concur to the wishes in the Minutes of the last meeting of the U.S.D.A. Camera Club, which was going into an inactive status. Attached are the Minutes in which their requests are listed. This motion was seconded by Noggle. Bohrer amended the motion to stipulate that the members of the now inactive Camera Club set up the Committee and run the first contest so that the following committees would have a guideline. Brooks seconded the motion. Approved.

Inquiry was made about getting a soda machine that dispensed different types of sodas. It was understood that such machines would be installed as replacements were needed for the machines now on hand.

The meeting was adjourned at 10:10 a.m.

Minutes of the U.S.D.A. Camera Club Meeting Held December 18, 1962,
in Conference Room First Floor South Building, P.I. Station, Beltsville, Md.

At 12:20 P.M. the meeting was called to order by the president, Vanden Heuvel. Members (paid up) present were: Vanden Heuvel Pederson
Gooden, E. Coffman
Chichilo

Thus, 5 of the 8 paid up members of the club were in attendance.

On enquiry of the president as to the financial condition of the club, Ernest Gordon reported that some \$80.00 was in the treasury, and on later checking he stated the exact amount was \$70.97.

After some discussion, it was moved by Coffman, seconded by Pederson and on the unanimous vote of the members present decided that:

1. The U.S.D.A. Camera Club instruct their treasurer, Ernest Gordon to turn over to the Plant Industry Station Activities Association Treasurer all funds in the U.S.D.A. Camera Club treasury.
2. Such funds were to be used by the Plant Industry Activities Association to conduct an annual photographic contest for black and white salon prints; such contest to be held at Plant Industry Station, Beltsville, Md.
3. The rules for conducting the annual contest were to be formulated and judges chosen by the officers of the Plant Industry Activities Association, somewhat previous to each annual contest.
4. An annual award of \$10.00, to be known as the Harry B. Shaw Memorial Award, was to be given to the individual whose photographic print was, in the opinion of the judges, considered to be the best black and white salon print entered and on exhibit.
5. Such award was to be made annually for at least so long as the funds, being supplied (\$70.79) by the U.S.D.A. Camera Club would provide.
6. That competition in the photographic contest would be open to the following only:
 - (A) Paid-up member of the Plant Industry Station Activities Association.
 - (B) Paid-up members of the Agricultural Research Center Activities Association.

- (C) The 8 paid-up members of the U.S.D.A. Camera Club as of December 18, 1962, whether in an active or retired status, so far as U.S.D.A. service was concerned as of that date (December 18, 1962).
- (D) These 8 members to be eligible so long as the annual contests were to be held and the Harry B. Shaw Memorial Award made from funds provided by the U.S.D.A. Camera Club are:

Peter P. Chicilo
Franklin A. Coffman
Ernest L. Gordon
Nola Gooden

Aaron G. Johnson
Elwood J. Pederson
Victor R. Boswell
Richard C. Vanden Heuvel

It was moved by Coffman, seconded by Chichilo and following some discussion, voted on and passed unanimously that the U.S.D.A. Camera Club would go into an inactive status until such time as a sufficient demand be manifest to justify its reactivation.

All business having been transacted, the meeting was declared adjourned by president Vanden Heuvel as of 1:20 P.M., December 18, 1962.

(Signed) F. A. Coffman, Secretary

Franklin A. Coffman

(Signed) Richard Vanden Heuvel, President

2-18-63

PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION

Minutes of March 6, 1963 Annual Meeting

The annual meeting of the PISEA was called to order by President Demaree in the PI auditorium at 9:10 a.m. on Wednesday, March 6, 1963.

Approximately 30 people were in attendance and the minutes of the annual meeting of March 7, 1962 were read and approved.

The president's report was read by President Demaree, pointing out, in general, what the association has done for the past year. The treasurer's report was read by J. Estoppey, reporting a checking account balance of \$1,419.13 and a savings account balance of \$3,000. The president's report and the treasurer's report were approved as read.

The committee reports, except for transportation and housing and operations, were read by their representative chairmen. President Demaree read the reports of the transportation and housing and operations committees in the absence of their chairmen.

After the committee reports, the association enjoyed the first movie to be brought out as a monthly addition of the association from the Administration Building patio. The movie was Agri-culture, U.S.A., a commemorative film of the first one hundred years of the U. S. Department of Agriculture.

The new officers and councilmen were then introduced and the office turned over to the new president, Edwin L. Cox. He mentioned a talk to be given by Detective Captain Earl J. Huber on "How Women Can Protect Themselves from Attack."

President Cox adjourned the meeting at 10:15 a.m.

Ruth A. Bott
Secretary

Annual Report of the President of PISEA

March 6, 1963

The current status of the Plant Industry Employees' Association is encouraging. Membership is as large as this time last year. Financially, we are better off than we have ever been, with a checking account of over \$1,000 and a savings account in access of \$3,000. This resulted almost entirely from sponsoring discount purchases for members.

The Association, together with the Agricultural Research Center Employees' Association, is vitally interested in the establishment of a branch office of the USDA Welfare and Recreation Association at the Agricultural Research Center. Establishment of this office has been authorized and applicants for the position of branch office director are being sought. This office will make more of the facilities and activities of the USDAWRA available to us. It may also assist in publication of the Bulletin and increase the number of discount deals available to us by performing some routine collection and distribution functions. This idea is not new. It has appeared in the President's report for the last two years. At one time, this year, we hired a man for this position but he was unable to do the work. So applicants for this position are again being sought.

During the year, PISEA and ARCEA have co-sponsored the organization of a golf club with enough land promised for an 18 hole golf course. The possibility of having the Army Corps of Engineers Reserves roughing out the golf course looks very encouraging. The finishing of fairways and greens will have to be done by members of the two Associations.

Another innovation we are starting this year is to have movies, that are shown in the patio of the Administration Building, brought out to the PI Auditorium once a month for showing during lunch hour. These are to be announced in the Calendar of Scientific Events that is distributed each week. The first of these movies will be shown at the conclusion of this meeting.

If the membership and financial resources of the Association continue to increase, the new governing board should consider seriously the long-range goals of Plant Industry Station Employees' Association. A decision should be made as to whether we should make some activities, such as symphony concerts, available to our members at lower cost, or work toward a major objective, such as obtaining a recreation hall, club house, or similar facility. Such long-range planning should be undertaken cooperatively with the Agricultural Research Center Employees' Association. Much of our present strength results directly from such cooperation.

The new governing board should work together to make our organization an even stronger one and to make it an organization for the employees made up of the employees.

Meeting Of the Governing Board - PISEA

March 20, 1963

Recreational Activities - James Robinson. It was suggested that arrangements be made to get an Armed Forces Band for the Band Drive in July. Mr. Robinson

The first meeting of the new governing board of PISEA was called to order by President Cox in the Conference Room, Fourth Floor, Administration Building on March 20, 1963 at 9:00 am. Because this was the first meeting, the president introduced the new officers and councilors or alternates.

Present were:

Dr. Cox suggested Dr. Mensel or Dr. Marth be invited to attend these meetings.

Edwin L. Cox - President	Jim Moore - Adm. North
Joe R. Haun - Vice President	Patrick Loyd - Adm. South
Elizabeth Golding - Treasurer	Rachel Algaze - North Bldg.
Jessie M. Lacher - Secretary	Jack Kinner - West Bldg.
Kenneth Demaree - Past President	George Phibbs - Soils Bldg.
Carol Croff - Editor	Rosemary Guthrie, Alt. - South Bldg.
Iris Ballew - Adm. Main	Ruth Fenwick, Alt., - Greenhouse Range
The James Robinson - South Bldg.	1 - Shops - Photo

A motion was made that Iris Ballew be made Councilor for the Administration Building Main. The motion was seconded and voted unanimously.

The president announced the councilors appointed to serve as chairmen of the various committees:

Property
Dance
Deals and Discounts
Membership
Welfare
Athletic Activities
Recreational Activities
Operation

Loring Benedict
Joe R. Haun
Patrick Loyd
Jack Kinner
Rachel Algaze
Lawrence Jones
James Robinson
Jim Moore

Reports:

Property - Benedict. No report.

Dance - Haun. Preparations must be made now for the fall dance, these dances have proven very profitable.

Welfare - Algaze. No report.

Deals and Discounts - Loyd. The problem of space for the merchandise, especially motor oil, was discussed. It was suggested that with the move coming up in July, it would be a good idea to check again about a room for this activity. Items for sale include seat belts, cheese, motor oil, syrup, bulbs and nuts.

Membership - Kinner. No report.

Athletic - Jones. No report.

Meeting Of the Governing Board - PISEA

March 20, 1963

The first meeting of the new governing board of PISEA was called to order by President Cox in the Conference Room, Fourth Floor, Administration Building on March 20, 1963 at 9:00 am. Because this was the first meeting, the president introduced the new officers and counselors or alternates. Present were:

Edwin L. Cox - President
Joe R. Hann - Vice President
Elizabeth Golding - Treasurer
Jessie M. Lacher - Secretary
Kenneth Demaree - Past President
Carol Croff - Editor
Iris Ballew - Adm. Main
James Robinson - South Bldg.

Jim Moore - Adm. North
Patrick Loyd - Adm. South
Rachel Algae - North Bldg.
Jack Kinner - West Bldg.
George Phipps - South Bldg.
Rosemary Guthrie, Alt. - South Bldg.
Ruth Penwick, Alt. - Greenhouse Range
I - Shops - Photo

A motion was made that Iris Ballew be made Counselor for the Administration Building Main. The motion was seconded and voted unanimously.

The president announced the counselors appointed to serve as chairmen of the various committees:

Property
Dance
Deals and Discounts
Membership
Welfare
Athletic Activities
Recreational Activities
Operation

Loring Benedict
Joe R. Hann
Patrick Loyd
Jack Kinner
Rachel Algae
Lawrence Jones
James Robinson
Jim Moore

Reports:

Property - Benedict. No report.

Dance - Hann. Preparations must be made now for the fall dance, these dances have proven very profitable.

Welfare - Algae. No report.

Deals and Discounts - Loyd. The problem of space for the merchandise, especially motor oil, was discussed. It was suggested that with the move coming up in July, it would be a good idea to check again about a room for this activity. Items for sale include seat belts, cheese, motor oil, syrup, bulbs and nuts.

Membership - Kinner. No report.

Athletic - Jones. No report.

Meeting of Governing Board - PISEA

Recreational Activities - James Robinson. It was suggested that arrangements be made to get an Armed Forces Band for the Bond Drive in July. Mr. Robinson will check into this.

Other business: A meeting of the PISEA Governing Board will meet every month on the 3rd Wednesday of the month. Building on April 17, 1963 at 9:00 am.

Dr. Cox suggested Dr. Menzel or Dr. Marth be invited to attend these meetings.

Present were:

Mr. Demaree reported that the films being shown during the noon hour have a good attendance and suggests that they be continued. The films are shown near the middle of the month and one film "Careers" will be especially interesting to the employees here as it concerns the work being done here and at the Center.

Dorothy Davis - Assistant Editor

The meeting adjourned at 10:30 am.

Jim Moore - Administration North

Pat Loyd - Administration South

James Robertson - South Building

Rachel Algase - North Building

C. R. Benjamin - North Building

Ruth Fenwick, Alt. - Greenhouse Ranged, Shops, Photo Lab

Mary K. Burk - ARCEA

Jessie M. Lacher
Secretary

There was no report from the Treasurer - Elizabeth Golding was absent.

Reports of Committees:

Dance - Haun. No report.

Welfare - Algase. There have been 15 cards sent since January.

Operations - Moore. The ambulance from the Beltsville Rescue Squad was used once during this period. It would be a good idea to have a representative from the Squad talk to us about their work and inform us as to how the funds are collected to carry on their work.

Athletic - Fenwick. No report.

Recreational - Robertson. We have discussed having a Hobby Show to be held about Oct. 15. If a Hobby Show is not possible at least a Photography or Painting Show. Would like help in selecting a committee for the Christmas Party.

Deals and Discounts - Loyd. The bulbs are in New York and should be here soon. The syrup will be delivered this afternoon - 80 gallons were sold - \$457.55 collected. Our next deal will be for motor oil to be sold this month and for perfume to be sold in May. We have had some suggestions that meat and fruit cake be sold here at PIS, these items are sold at ARC with a great response. In the future notices of coming deals will be published in the Bulletin.

Meeting of Governing Board - PISEA 2

Membership - Kinner. No report April 17, 1963

Property - Benedict. No report.

A special meeting of the governing board of PISEA was called to order by President Cox in the Conference Room, Fourth Floor, Administration Building on April 17, 1963 at 9:00 am.

Other business:

Present were:

Permission has been granted for the showing, on April 23 in the Plant Edwin L. Cox - President, of the movie "Challenging Careers".

Joe R. Haun - Vice president

Dr. Cox Jessie Lacher - Secretary chairman of a committee on the

Constitution Carol Croff - Editor

Dorothy Davis - Assistant Editor

Mr. Rob Iris Ballew - Administration Main Salary Continuance Program.

Jim Moore - Administration North

Regular Pat Loyd - Administration South.

James Robertson - South Building

Meeting Rachel Algaze - North Building

C. R. Benjamin - North Building

Ruth Fenwick, Alt. - Greenhouse Rangel, Shops, Photo Lab

Mary K. Burk - ARCEA

There was no report from the Treasurer - Elizabeth Golding was absent.

Reports of Committees:

Dance - Haun. No report.

Welfare - Algaze. There have been 15 cards sent since January.

Operations - Moore. The ambulance from the Beltsville Rescue Squad was used once during this period. It would be a good idea to have a representative from the Squad talk to us about their work and inform us as to how the funds are collected to carry on their work.

Athletic - Fenwick. No report.

Recreational - Robertson. We have discussed having a Hobby Show to be held about Oct. 15. If a Hobby Show is not possible at least a Photography or Painting Show. Would like help in selecting a committee for the Christmas Party.

Deals and Discounts - Loyd. The bulbs are in New York and should be here soon. The syrup will be delivered this afternoon - 80 gallons were sold - \$457.55 collected. Our next deal will be for motor oil to be sold this month and for perfume to be sold in May. We have had some suggestions that meat and fruit cake be sold here at PIS, these items are sold at ARC with a great response. In the future notices of coming deals will be published in the Bulletin.

Meeting of Governing Board - PISEA

2

May 15, 1963

Membership - Kinner. No report.

A regular meeting of the governing board of PISEA was called to order
Property - Benedict. No report. Dance Room, Fourth Floor, Administration
Building on May 15, 1963 at 9:00 a.m.

Transportation and Housing. Bohrer. No report.

Present were:

Other business:

Edwin L. Cox - President

Permission has been granted for the showing, on April 23 in the
Plant Industry Station auditorium, of the movie "Challenging Careers".

Iris Ballew - Administration Main

Dr. Cox appointed Dr. Benjamin chairman of a committee on the
Constitution and By-laws. Station South

Leroy Simmons - Alt., South Bldg.

Mr. Robertson will check further into the Salary Continuance Program.

C. R. Benjamin - North Bldg.

Regular meeting will be held next month.

Dan Bohrer - Soils Bldg.

Meeting adjourned at 10:20. Soils Bldg.

Dan Harmon, Alt. - Cafeteria, Greenhouse 2 and 3 and Seed Lab

Ruth Fenwick, Alt. - Shops

The Treasurer, Elizabeth Goding was absent but a report for the
period March 18 - May 10 was passed to all members for them to read.

Report of Committees:

Dance - Haun was absent. His report was given by Iris Ballew.
Tentative arrangements have been made for the Fall Dance. The
Ball Room at the Holiday Inn with a capacity of 200 - 225 is
being considered. The date for the dance was also tentatively
set for October 18. Mrs. Ballew will check with Holiday Inn
in regard to the parking spaces.

The tickets will be \$2.00 for members and \$2.50 for non-members.
The price for printing the tickets will be \$6.25 - rental on the
Ball Room \$125.00.

Membership - Kinner. No report.

Welfare - Algate. A reimbursement of \$3.00 has been made for
cards sent before this period. There has been 3 cards sent
since our last meeting.

Activities - Fenwick. There is a demand for more horseshoes.
Mr. Bohrer has some shoes in the Soils Bldg. that are not being
used and a transfer was made of them by Rosemary Guthrie, Property
Chairman. The interest in Archery is very good and there is
a need for a straw mat, estimated price \$7.00. The board agreed
to purchase the mat. Mrs. Fenwick will check to see if repairs

Meeting of Governing Board - PISEA

May 15, 1963

A regular meeting of the governing board of PISEA was called to order by President Cox in the Conference Room, Fourth Floor, Administration Building on May 15, 1963 at 9:00 a.m.

Present were:

Edwin L. Cox - President
Jessie Lacher - Secretary
Carol Croff - Editor
Iris Ballew - Administration Main
Jim Moore - Administration North
Pat Loyd - Administration South
Leroy Timmons - Alt., South Bldg.
Rosemary Guthrie, Alt., - South Bldg.
C. R. Benjamin - North Bldg.
Rachel Algaze - North Bldg.
Dan Bohrer - Soils Bldg.
Helen Toland, Alt. - Soils Bldg.
Dan Harmon, Alt. - Cafeteria, Greenhouse 2 and 3 and Seed Lab
Ruth Fenwick, Alt. - Shops

The Treasurer, Elizabeth Golding was absent but a report for the period March 18 - May 10 was passed to all members for them to read.

Report of Committees:

Dance - Haun was absent. His report was given by Iris Ballew. Tentative arrangements have been made for the Fall Dance. The Ball Room at the Holiday Inn with a capacity of 200 - 225 is being considered. The date for the dance was also tentatively set for October 18. Mrs. Ballew will check with Holiday Inn in regard to the parking spaces.

The tickets will be \$2.00 for members and \$2.50 for non-members. The price for printing the tickets will be \$6.25 - rental on the Ball Room \$125.00.

Membership - Kinner. No report.

Welfare - Algaze. A reimbursement of \$3.00 has been made for cards sent before this period. There has been 3 cards sent since our last meeting.

Activities - Fenwick. There is a demand for more horseshoes. Mr. Bohrer has some shoes in the Soils Bldg. that are not being used and a transfer was made of them by Rosemary Guthrie, Property Chairman. The interest in Archery is very good and there is a need for a straw mat, estimated price \$7.00. The board agreed to purchase the mat. Mrs. Fenwick will check to see if repairs

can be made on a broken picnic table. A note will be published in the Bulletin to see if there is enough interest in Badminton and Soft Ball for these activities.

Recreational - Timmons. A suggestion was held over until the next meeting that this committee be given \$200 for the Christmas party. The Board would like a statement as to how this money will be spent.

Operations - Moore. Mr. Moore has checked with the Beltsville Fire Department. The income for this organization comes from County taxes, donations from civic organizations and individuals. A motion was made by Mr. Bohrer and seconded that our contribution to the Beltsville Fire Dept. be the same as last year. A vote was taken resulting in a tie. The President voted in favor of the motion breaking the tie - the motion was carried.

Constitution and By-Laws - Benjamin. No report.

Property - Guthrie. No report.

Deals and Discounts.- Loyd. A large profit was shown on the sale of perfume. The sale of candy and perfume at the same time was not a good idea. In the future they should come at separate times and the profits will be greater for each. A deal for motor oil is being investigated at the present time, possibly other items can be purchased from the same company - such as oil filters. Some different arrangements should be made to handle all the phone calls concerning deals.

Other business:

Space for our deals will be made available to us in the basement of the North Building later this year. Also there is to be space in the Log Lodge to handle some of this activity.

A regular meeting will be held in July.

The meeting was adjourned at 10:20.

Meeting of Governing Board - PISEA

June 12, 1963

A special meeting of the governing board of PISEA was called to order by President Cox in the Conference Room, South Building on June 12, 1963 at 9:00 a.m.

Present were:

Edwin L. Cox	- President
Joe R. Haun	- Vice President
Elizabeth Golding	- Treasurer
Hilda Smith	- Acting Secretary
Chester R. Benjamin	- North Building
Rachel Algaze	- North Building
Loring I. Benedict	- South Building
James E. Robertson	- South Building
Patrick V. Loyd	- Administration South
Mildred Gorham	- Administration North (Alt.)
Iris Ballew	- Administration Main
Daniel D. Bohrer	- Soils Building
Ruth Fenwick	- Shops (Alt.)
Mary Burk	- ARCEA

The Treasurer, Elizabeth Golding, presented each member with a copy of a report covering the period May 11--June 11. This was read, discussed and approved.

Committee Reports:

Dance Committee: Iris Ballew and Dr. Haun

Iris Ballew made the following correction: Rental of the Ball Room at the Holiday Inn is \$150 instead of \$125.

Dr. Haun reported that he will make the necessary arrangements for the Fall Dance to be held at the Holiday Inn Ball Room. The Board approved a \$25 deposit for this purpose. The Ball Room will accommodate 200-225 people (100 couples). Since the capacity is 225, the sale of tickets will be restricted. Parking facilities are adequate.

Square Dancing:

Dr. Cox asked the Dance Committee to contact Dr. McKay regarding stag attendance. Many single people would like to attend square dances but hesitate to do so since they have no partners.

Membership Committee:

It was reported that there are 746 paid up members.

Welfare - Rachel Algaze

Mrs. Algaze reported that two sympathy cards had been sent since the last meeting.

Activities - Ruth Fenwick

Mrs. Fenwick reported that she had received several calls regarding soft ball and badminton. She also reported that the horseshoes had been received.

Deals and Discounts - Pat Loyd

Mr. Loyd reported that the sale of perfume was successful and all bottles were sold. A large profit was shown. The candy sale was not as successful, and it was suggested that candy be sold on occasions separate from the perfume sale.

A motor oil deal is being considered soon.

Recreational - James Robertson

Mr. Robertson requested that two names from each Division be given to him to form the Christmas Committee. At the next meeting this committee plans to present a detailed report on the Christmas party.

It has been reported that By-Laws are being revised at the Center to make them similiar to PISEA.

It has been verified that 25% of the money received from the egg vendor is to be given to the Welfare and Recreation Association. Unless other arrangements are more suitable this payment will be made on a quarterly basis.

Mrs. Burk reported that Shady Grove Theatre Tickets are available and can be obtained at discount prices.

Mrs. Burk will work on a part time basis at the Activities Office at the Research Center located on the balcony of the Log Lodge. Her extension at the Log Lodge is 677 after the move. (At present her extension is 7-522)

A motion was made, seconded and carried that the regular meeting for July be cancelled.

Meeting adjourned at 10:30 a.m.

Aug 21-63

Meeting of Governing Board - PISEA

August 21, 1963

A regular meeting of the governing board of PISEA was called to order by President Cox in the Conference Room, Fourth Floor, Administration Building on August 21, 1963 at 9:00 a.m.

Present were:

Edwin L. Cox - President
Rachael Algaze - North Building
C. R. Benjamin - North Building
Gordon Schmidt - Soils Building
Dan Bohrer - Soils Building
James E. Robertson - South Building
Marie Prechtl - Cafeteria, Greenhouse 2 and 3, and Seed Lab.
Patrick Loyd - Administration South
Iris Ballew - Administration Main
Mary Burk - ARCEA

The Treasurer, Elizabeth Golding, was absent, and no Treasurer's report was available.

Committee Reports:

Deals and Discounts - Pat Loyd

Mr. Loyd reported that \$70.00 worth of pepper and flavoring extracts were sold. Approximately 30% of this is profit. The PISEA will receive their part in cash.

The motor oil, antifreeze, and "Cleopatra" movie deals are now in progress. The motor oil and antifreeze should be delivered early in September.

How best to handle the transactions with members now located at Prince Georges Plaza was discussed. It was decided to continue with the same contact people until such time as this group forms its own organization or other definite arrangements are made. The Plaza personnel can send money for deals by mail.

Dr. Cox suggested the possibility of a deal for garden supplies and seeds. This will be kept under advisement for a possible spring deal.

AUG 22 1963

Meeting of Governing Board - PIRSA

August 21, 1963

A regular meeting of the governing board of PIRSA was called to order by President Cox in the Conference Room, Fourth Floor, Administration Building on August 21, 1963 at 9:00 a.m.

Present were:

Edwin L. Cox - President
Michael Algeo - North Building
C. R. Benjamin - North Building
Gordon Schmidt - South Building
Dan Bohrer - South Building
James E. Robertson - South Building
Marla Preschl - Cafeteria, Greenhouse 2 and 3, and Seed Lab.
Patrick Loyd - Administration South
Iris Bailey - Administration Main
Mary Burk - ARCH

The Treasurer, Elizabeth Golding, was absent, and no Treasurer's report was available.

Committee Reports:

Deals and Disbursements - Pat Loyd

Mr. Loyd reported that \$70.00 worth of pepper and flavoring extracts were sold. Approximately 30% of this is profit. The PIRSA will receive their part in cash.

The motor oil, antifreeze, and "Claspar" motor deals are now in progress. The motor oil and antifreeze should be delivered early in September.

How best to handle the transactions with members now located at Prince Georges Plaza was discussed. It was decided to continue with the same contact people until such time as this group forms its own organization or other definite arrangements are made. The Plaza personnel can send money for deals by mail.

Dr. Cox suggested the possibility of a deal for garden supplies and seeds. This will be kept under advisement for a possible spring deal.

AUG 2 1963

Recreational - James Robertson

Mr. Robertson reported that he had received six entries for the forth coming Hobby Show in October. A separate flyer will be issued in the near future to further publicize this event.

The article that appeared in the last Ag Reporter concerning the proposed golf course will be rewritten by Mr. Bohrer for the Bulletin and the Arc Light. Mr. Bohrer pointed out that the next step is to obtain approval from the Secretary of Agriculture to build a golf course before trying to secure land.

Dance - Dr. Haun and Iris Ballew

In Dr. Haun's absence, Mrs. Ballew reported that a 5-piece orchestra has been engaged for the dance October 18. The charge will be \$100. Plans are underway for a beauty contest at this dance.

Constitution and By-Laws - Benjamin

No report.

Other business:

A motion was made, seconded, and carried that \$50 from the Association treasury be donated to Mrs. Howard, Chairman of the committee in charge of the retirement party for Dr. Earl C. McCracken, to be used as needed.

Dr. Cox proposed that the subject of a possible merger of the Arc Light and the Bulletin be brought up at the next Executive Council meeting. Each paper would retain its Editor and be coordinated into one issue by Mary Burk.

A suggestion was made that vending machines be secured that dispense a variety of soft drinks. It was decided to invite Mr. Glover, Manager of Cafeterias, to attend some future meeting to discuss this and other issues relating to the cafeterias.

Dr. Cox reported discussions with Mr. Chernauskas, Office of the General Counsel, concerning incorporation of certain Association Clubs, esp. the Gun Club. Mr. Chernauskas will be invited to attend a future meeting of the Board to present the ramifications involved.

A regular meeting will be held in September.

The meeting was adjourned at 10:40.

Recreational - James Robertson

Mr. Robertson reported that he had received six entries for the North coming Hobby Show in October. A separate flyer will be published in the near future to further publicize this event.

The article that appeared in the last AG Reporter concerning the proposed golf course will be rewritten by Mr. Bohrer for the Bulletin and the Art Light. Mr. Bohrer pointed out that the next step is to obtain approval from the Secretary of Agriculture to build a golf course before trying to secure land.

Dance - Dr. Hann and Iris Haller

Dr. Hann's absence, Mrs. Haller reported that a 5-piece orchestra has been engaged for the dance October 18. The charge will be \$100. Plans are underway for a heavy contest at this dance.

Constitution and By-Laws - Benjamin

No report.

Other business:

A motion was made, seconded, and carried that \$50 from the Association treasury be donated to Mrs. Howard, Chairman of the committee in charge of the retirement party for Dr. Earl C. McCracken, to be used as needed. Dr. Cox proposed that the subject of a possible merger of the Art Light and the Bulletin be brought up at the next Executive Council meeting. Each paper would retain the Editor and be coordinated into one issue by Mary Bink.

A suggestion was made that vending machines be secured that dispense a variety of soft drinks. It was decided to invite Mr. Glover, Manager of Cafeterias, to attend some future meeting to discuss this and other issues relating to the cafeteria. Other details arrangements are under way. Dr. Cox reported discussions with Mr. Chernushas, Office of the General Counsel, concerning incorporation of certain Association Clubs; esp. the Gun Club. Mr. Chernushas will be invited to attend a future meeting of the Board to present the ramifications involved.

A regular meeting will be held in September.

The meeting was adjourned at 10:40.

Meeting of the Governing Board - PISEA

October 10, 1963

A special meeting of the governing board of PISEA was called to order by the President, E. L. Cox, October 10, 1963.

Present were:

Edwin L. Cox, President
Joe Haun, Vice President
Mary Ann Nuckles, Secretary
Carol Croff, Editor
James E. Robertson - S. Bldg.
Patrick Loyd - Adm. Bldg. S. Wing
C.R. Benjamin - N. Bldg.
Gordon W. Schmidt - Soils Bldg.
Barbara Johnson - Federal Bldg.
Ruth Fenwick - Shops
Rosemary Guthrie - (alt. for Mr. Benedict) S. Bldg.
Lydia Viands (alt. for Iris Ballew) Adm. Bldg. Main

The Treasurer's report was given in typed form to Dr. Cox. He presented it at the meeting in absence of Elizabeth Golding.

Reports on Committees:

Mr. Robertson gave a report on the Hobby Show. He stated the number of categories and entries thus far. A list of Judges has been chosen. It was requested that as many of the councilors as can, be present the morning of the 17th to help set up the displays. A Roster of names was called for to help Host during the time of the Show. It was decided to contact the persons having entries in the show to see what value was placed on each of the more valuable entries. Dr. Cox discussed the use of display cases (being made now by Mr. Timmons) since the Department's equipment is at present on loan to the Navy. Dr. Cox said Mr. Cunningham downtown offered help in this line if needed. Ruth Fenwick is to check for the possibility of display equipment in the Shops. Contestants are to bring entries early on the morning of the 17th. Mr. Robertson and Mrs. Nuckles were to contact all contestants on this. The question came up as to judging in case of late entries.

Pat Loyd gave a report on the Deals. He is having a lot of difficulty with phone calls and distribution of the materials taking too much of his time and interrupting his office schedule too much. The problem of all the work involved was discussed at length. It was decided to notify Earl McCracken to remove Pat's name and phone number entirely from the flyers in the future. Mary Burk's number will be used instead, thereby referring more of this work her way.

A motion was made and seconded to make Barbara Johnson the new councilor for the Federal Building. Her name and phone number will be given on all further Flyers and correspondence at the Plaza. She will be taking the orders there

and arranging for the pick-ups. Mr. Sherman, in Plant Quarantine had previously been given these deal sheets at the Plaza by Earl McCracken and was supposed to be giving them out. It seems however, that he frequently travels and therefore does not have the time to distribute them properly.

It was decided to put an article in the Bulletin notifying everyone that a new Census would be taken soon, so that all of the people that have moved recently can get their new addresses in and a new count of new plus old members. This should help eliminate the problem of the Deal sheets going astray. Mrs. Nuckles will be making this revised list in the near future.

It was suggested that Mary Burk have a petty cash account. It seems that she has quite a few small expenditures that she sometimes has to pay for out of her own pocket and wait for the reimbursement.

It was suggested that the phone number of the association be published in the Bulletin and in the ARclight, Mary Burk's phone number.

Joe Haun reported on the news of the Dance in October and the Beauty Contest. He said he is not now getting enough response to the dance as he had intended. He said he had been playing it too quiet fearing overselling the tickets. He is now distributing more flyers here and also downtown to try and sell the rest of the tickets. Dorothy Ernest and Eunice Hoover are in charge of the Beauty Contest being held at the Dance. Dr. Cox arranged this. The airlines have been asked to Judge. Approximately \$11.00 will be spent for the Loving Cup for the Winner and \$5.00 for the Runner -up. Mr. Higgins is going to take pictures to be sent downtown to compete for the Miss ARS contest. Joe Haun brought up the fact that some of the profit from the dance would be used in furnishing free tickets (to these girls entering the contest, and their escorts) to the dance. Miss AGRESEARCH has been tentatively chosen as the title of the contestant winning the contest.

No other committee reports.

The regular meeting will be held next month.

The meeting was adjourned at 10:30 a.m.

Meeting of the Governing Board-PISEA

November 12, 1963

A special meeting of the governing board of PISEA was called to order by The President, E. L. Cox, at 9:00 a.m. November 12, 1963. It was held in the conference room on the 4th floor of the Admin. Building

Present were:

Edwin L. Cox, President
Elizabeth Golding - Treasurer
Mary Burk -
Mary Ann Nuckles - Secretary
Carol Croff - Editor
James E. Robertson - Ad Bldg.
Patrick Loyd - Ad Bldg. - S. Wing
C. R. Benjamin - N. Bldg.
Iris Ballew - Main Ad. Bldg.
Daniel D. Bohner - Soils Bldg.
Marie Precht1 - Seed Lab.
Mildred V. Gorham - Ad. Bldg. S. Wing

The Treasurer's report was given by Elizabeth Golding. She claims the dance ran about \$40.00 in the red but could be self supporting if repeated, as the Beauty Contest expenses were rather high. She said however that the deals had been bringing in a good deal of money so the Treasury was in good shape.

Reports on Committees:

The purpose of this meeting primarily was to discuss the financing of the Christmas Program. Mr. James E. Robertson has kindly taken over the chairmanship of this project.

He outlined his plans tentatively for the program. He has asked for about \$120.00 for expenses which met with no objection from the group represented. This is to cover the price of the candy to be distributed at the program, prizes for the contest on decorative doors held annually, and money for the property committee on items connected with the program. The Program has been scheduled for Wednesday December 18, 1963 at 2:30 to 4:30. Dr. Cox has asked Administrative Assistant Secretary of Agriculture, Joseph M. Robertson to be our guest speaker and give a few words of Greeting at this program. We are now waiting for the final word of reply on this. Mr. Robertson has given an outline of his proposed program (James Robertson). He is asking for entertainment from the U. S. Army Band as this is available free of charge for this type of program. He is asking Sgt. Fry to sing ^{and} a Prof. Randall from Maryland University. He is going to ask Choraleers to do a few numbers if

they can get a director. They are planning on borrowing the Organ from downtown and having it played during the program. Details are being worked out. A skit using employees for actors and actresses is now being put together by Mrs. Gdding. It will be a schoolroom theme. Girls will be used as Elves to pass out the Christmas Candy at the program. Mr. Robinson asked for the cooperation of all present in this program and he thus far seems to have given a great deal of time and effort in working out his present plans.

Dr. Cox mentioned that we have been requested to sponser the Agricultural Symphony Orchestra this year. It was motioned and seconded that we spend \$10.00 to do so.

We spent some time trying to get an accurate account of our new count of members per representative. Dr. McCracken needs this very much in order to distribute the deal sheets. Carol Croff and Mary Ann Nuckles will be working on a revision of the Directory.

The Deals were discussed. The new ones coming up and the current ones pending. Dr. McCracken stated the fact that he and Mrs. Burk have sometimes had to help unload and at times completely unload the trucks as they bring in the materials. Union rules. Volunteers were asked for to help with this task.

Dr. Cox asked Dr. McCracken to speak on the hopes and futures of the Employees Associations.

Dr. McCracken said foremost he hoped that in the very near future the two associations would merge. Taking into consideration the new Federal Building (hoping they either would cooperate with full representation) or form their own association. If this happens he feels the dreams of a new Building to house the Employees Association and its employees could become a reality. As this, the hopes now of the Associations envolved, eliminating any rumors that the associations are making money for profit, as the money from both are now being banked with this in mind.

Dr. McCracken suggested contacting Mr. Cunningham downtown to push the Federal Building into getting settled in their own group and appointing a permanent representative so that we can have full cooperation from them. It has become quite a problem with things so uncertain.

No other committee reports.

The regular meeting will be held next month.

The meeting was adjourned at 10:30 a.m.

Meeting of the Governing Board
PISEA

January 23, 1964

The regular monthly meeting of the governing board of PISEA was called to order by the President, E. L. Cox at 9:05 January 22, 1964.

Present were:

E. L. Cox, President
Joe Haun, Vice President
Mary Ann Nuckles, Secretary
Carol Croff, Editor
Earl McCracken, ARCEA
Ruth Fenwick, Shops
Daniel Harmon, Greenhouse
Jack Kinner, West Bldg.
Daniel Bohrer, Soils
Gordon Schmidt, Soils
Iris Ballew, Adm. Main
Mildred Gorham, Adm. Bldg., N. Wing
Patrick Loyd, " " S. Wing
C. R. Benjamin, N. Bldg.
L. I. Benedict, S. Bldg.

Dr. Cox announced the Annual Meeting to be held February 26 in the Plant Industry Station Auditorium. He also told all committee chairman they would soon be receiving a memo that their annual reports would be due Feb. 15.

Dr. McCracken stated he would be available on this day in the Cafeteria for any Association members desiring service or information. He said he had now set up a definite day a week schedule to begin next Thursday; hours from 9:30 to 2:30. Business now is mostly the World's Fair tickets and Bowers Candy.

It was brought to our attention that the Federal Center Building is in the process of forming an employees group of their own. It has been said possibly calling themselves an ARS Club such as they have downtown in Agriculture. Our Associations intend to cooperate with them. We would like in the future to merge the PISEA and ARCEA into one Association possibly including the FCB if they have an organized group of their own. There is another meeting on the FCB plans the 29th of January and Dr. McCracken and Joe Haun are to attend this meeting and report further developments.

There was a report from the nominating committee. Results were:

Vice President - Merrill Timmons
Stanley Dyal

FEB 6 1964

Treasurer - Elizabeth Golding

Councilors

2 yr. terms

South Bldg. - Felix Juska
Joe Culbertson

Soils John Brown

Greenhouse Dorothy Stinnett
Ruth Fenwick

North Adm. Mildred Gorham

West Jack Kinner

North Reynold G. Dahms
Donald E. Weidhaas

Adm. James E. Gregory 1 yr. term

Patrick Loyd motioned we accept the report and it was seconded. Dr. Cox said the membership fund must soon be replenished. Jack Kinner explained how the membership was to be recorded in the future. He had all the papers with him and passed them out to the Councilors. They are to record three copies each, one to the membership chairman, one to the contact representative and one for the councilor. They decided to leave it to the councilor whether or not to tie in the voting with membership renewal.

Gordon Schmidt suggested a memo to all supervisors, so they would cooperate in the voting for the Association. There was much discussion, and it was decided to look into an AM on this subject from Spencer's office on the subject of participating in employee activities, and quoting some of the paragraphs in the Bulletin on the Ballott page. It was also decided to send a memo later to all Agency Heads on this subject.

An inquiry was made if there were any discount books on hand for new members, Mrs. Nuckles said there were about 50 in her possession.

Pat Loyd said that he had a little trouble at the local Esso Station on Rt. #1 getting the discount on regular gas. Dr. Cox said Dr. McCracken or Mr. Cunningham would look into this soon as they had several similar complaints.

Mr. Benjamin was asked for a report on the By-Laws Committee. He said no report yet. He is waiting for more information on this.

No report from the Welfare Committee as Rachel Algaze was absent.

Transportation Committee - Dan Bohrer - no report.

Property Committee - Mr. Benedict said all he had to report was a busy time during the holidays keeping track of the punch bowl, santa claus suit and etc.

Dance Committee - Joe Haun said other than what he had reported last month, nothing new to add except no present plans were being made for a spring dance as yet, as they were not sure what the feelings were on this line. He said approximately 80 tickets has been sold at the Research Center and around 70 tickets here at the Plant and only 20 at the FCB. He does feel the dance was not widely enough publicized as they had feared too crowded conditions, so would recommend promoting another Dance much more widely the next time. Dr. McCracken stated that these dances are always co-sponsored with ARCEA and said Joe Haun should send them a bill for half of the \$50.00 loss incurred. Dr. McCracken said ARCEA had received a bill for the dance from internal revenue for \$10.28 of which PISEA could pay half.

Pat Loyd gave a report on the Deals and Discounts Committee. He said that Miss Golding being absent he could not present the financial end of the deals, but had a few things to say anyway as to improvement needed in handling some of the deals. For one thing on the cheese - in the future, let's offer only one size of a certain cheese. This would eliminate all the confusion that went with the weighing and money exchange of this last cheese deal. If it is prepaid and comes in certain sizes only, it will be much simpler to distribute. Dr. McCracken said there was a good deal of spoilage on the Swiss so he isn't certain it will be offered again. Also Dr. McCracken told Mr. Loyd he will try to be here in the future on delivery days.

A discussion was had on the possibility of a storage room here at the Station. Dr. McCracken will approach Mr. Logan on this soon.

Dr. McCracken next spoke to us on the possibility of a book lending library here and at the Center. He discussed at length the information made available to him. It seems the books would all be current books, new. We would have available to start with 110 books. The association would pay so much a month (contract it) and a list of newly current books would be sent each month to be reviewed (by our committee) and 10 more selected and 10 sent back, (the ones to be sent back, being the 10 not moved the previous month). Also the books could be made available for purchase at a 30% discount to our employees. A committee will be formed to look into this after the answer slips come in from the bulletin. These were printed in order that we could see how many interested members we have in order to get this started. Miss Boyd from our Library here at PLS has offered to help in the selection of the books.

Dr. McCracken discussed the World's Fair Tickets. He pointed out to the councilors that there is a Feb. 14 deadline on the discount for these and any requests after that will not get the 32 1/2% discount. It was decided to request that Miss Golding make available the funds to purchase a block of tickets to be made available later to the employees at \$1.65 for adults, still saving \$.30 a ticket.

The new deals discussed were the Meat Deal, Vanilla and Spices. Dr. McCracken said although there is not a great deal of response to the Vanilla the commission is very good, around 30 to 30%, and if we order a certain amount at one time we get an extra \$25.00 profit.

It was brought up that we had been notified by ARCEA of our share in purchasing a table for the refreshments that are served at intermission during the performance of the Symphony here at PIS. It seems that the dragging of a heavy table from a nearby room into the Lobby each time had proved unsatisfactory and it was felt a large folding table was greatly needed for this purpose. Dr. McCracken has now purchased a table 30 X 72. It was motioned and seconded that we pay for our share.

Dr. McCracken stated that our Bulletin and the Archlight have been coming out around the same time in prior months. In the future the Archlight will be issued in the middle of the month. Discussion ran on the combining of the two papers but it was felt that this was not plausible until the associations combined, however it was felt that some pages could be used (of the mats) by both papers in order to save money, such as the Credit Union Page and the classified ads as they could be combined.

There was also a point brought up by Gordon Schmidt in behalf of the Travel Club. (USDA). It seems they have been paying the Welfare Committee around \$900.00 a year for the services of Miss Brooks, who is employed by the Welfare and Recreation Association Activities Office. The Activities office now wants to raise the amount to \$2,000.00 a year, which to the Travel Club officials seem a little ridiculous. Activities office says Miss Brooks is now spending more than \$900.00 a year of her time on Travel Club activities, it seems that they favor Cafeteria activities, and since it was discovered Travel Club has a sizable bank account it was decided that they were making too big a profit. This however is not true as the money is used and put back into the club business affairs. Dr. McCracken and Dr. Cox said a meeting is being held soon with the President of the Travel Club to discuss this and settle the question.

The meeting was adjourned at 11:00 a.m.

PISEA EMPLOYEES ASSOCIATION

Annual Meeting - February 25, 1964

The meeting was called to order at 9:05 by the President, E. L. Cox. He quoted article 8, Section 3 of the ByLaws of the PISEA. "An Annual Meeting of PISEA open to all members eligible to vote shall be held on the first Wednesday of March or on a date designated by the Governing Board." Dr. Cox then went on to say that there had been a great deal of activity this past year in our Association. There were 18 deals, and we are also continuing to sponsor an egg sale on Tuesdays. We had for a time last year Mrs. Mary Burk. She has now resigned and Dr. Earl McCracken has taken over those duties. He has now arranged to be at the Plant Industry Station Cafeteria every Thursday from 9 a.m. until 1:00 p.m. for Association business. Memberships are fewer this year due to the move to the FCB of some of our employees here at the Plant. The FCB have now formed their own Employees Association, so we no longer have them with us. ARCEA and PISEA have had a very close relationship this past year, both in the deals and other activities. We are hoping that in the future, meetings between these two associations, on a monthly basis, if possible, can resume for even closer cooperation. Thanks to our Editor, Carol Croff, more cooperation between the Bulletin and the ARCLIGHT has taken place this past year, credit goes also to the assistant Editor of our paper, Dorothy Davis. The Recreation Committee was active last year. The Hobby Show was a well received activity. Many favorable comments were made. The Christmas program was certainly more lively this year than it has been for some time. The Treasurers report has been satisfactory. Athletic Activities however, need some reviving. No activity on the Golf Club other than a year ago, some more surveys were made, no specific results as yet. It may get underway this year, Dr. McCracken said. The Fall Dance was well received, also the Beauty Contest. The Square Dance Club has been quite active the past year as always. The Gun Club has received papers of Incorporation now, so will no longer be under the jurisdiction of PISEA. Dr. Cox then commented that it stated in the Constitution of the PISEA that the meetings of the Governing Board were to be held on the 3rd Wednesday of every month. The President to call Special Meetings in between. He then wanted to extend his special thanks to all members of the Governing Board who have made this past year an active and interesting one.

Elizabeth Golding, Treasurer, made her report. The Treasury is in good shape. Most of net increase came from the deals. Some money was made on the discounts, egg sale, etc.

Jack Kinner, Membership Chairman, gave his report. We had 739 members last year lost 101 due to move to FCB. We now have approximately 626 members (they are not all in yet). Mr. Kinner read a breakdown of membership per location he has recorded up until now. He expects approximately \$494.25 in dues. Mr. Kinner introduced the IMPORTANT PAPERS blank distributed to all members last year. He stated he now had more of these and as long as the supply lasted or more could be printed, members were welcome to them.

Rachel Algaze, Welfare Committee, gave her report. She said other than the few cards she sent out there was very little activity on her committee. She suggested that a note be put in the Bulletin, informing members about her committee, and urging that she be notified of, illness, death, births, retirements, and anything else which would indicate that a card would be appropriate.

There was at this point some discussion on Associate Members of the Association. It was decided to write them a letter and ask each one if they would like to be included in the deals and discounts of the Association. If they reply, Dr. McCracken will receive the names and send the flyers out to them.

It was suggested to put in the Bulletin a few times a year the names of the Officers and their Committees and functions, in order to keep the members well informed, and remind them who their officers are, and various committees.

James Robertson reported on the Recreational activities. Namely the Hobby Show and the Christmas Program. No future programs planned yet.

James Koch reported that the Agricultural Symphony held about 4 concerts, they were well attended, the last one had an attendance of 500 or more. They do need support and are getting their funds now mostly from advertising to make up for membership. 2 more concerts are planned this year.

James Koch reported on the Bridge Club. This Club is quite active, with a membership of 55 families and a \$65.00 treasury. They have held 10 meetings and average 40 to 60 people.

Ruth Fenwick, (Shops - alternate, councilor) made a report on the Athletic Activities. She said the men had been playing horseshoes. Not much activity other than that. Some had expressed a desire to promote a softball team for the older men this year.

The Bowling League, Archery Club, and Contract Bridge are still active. A Garden Club has just been formed, Dr. McCracken gave some information on this. Castor bean land has been donated for this use. Also Animal Husbandry has consented to give some land under certain stipulations. A notice was put in the ARCLIGHT about the Garden Club, bringing some results. A meeting was held February 24, and it was attended by about 24 people. The next Bulletin will have a notice referring to the Garden Club with a blank to indicate interest.

Thanks to the interest blanks on the Camping Club it will also be formed in the future.

Library interest blanks were very good over at the Research Center but interest seemed to lag here at the Plant. Dr. McCracken plans to get this underway though.

Dr. Cox read the Transportation Committee report in the absence of Daniel Bohrer. Committee was active last year. He also read the Property Committee report, Loring Benedict, chairman. The Deals Committee chairman Pat Loyd was also absent, Dr. Cox read his report. Committee was quite active last year. The Dance Committee report was read by Dr. Cox in the absence of Dr. Haun. The egg deal was again discussed, it was decided that Dr. Haun should now negotiate on this with the Welfare.

A new list of councilors is to be sent to Dr. McCracken soon, along with a new membership count, as he needs this list to distribute the flyers on the Deals and Discounts.

It was discussed that an article should be put in the Bulletin about the finances of the PISEA, so that the members would be well informed about what the money was being used for. Jim Koch made a motion that this article be put in the Bulletin and Elizabeth Golding seconded the motion. It was passed and recorded, that "the general membership be informed of the activities and finances of the PISEA, also its aims and goals." Dr. McCracken was asked if he could write some editorials for the Bulletin and he consented to do so. Also the subject of the consolidation of some of the news for both the ARCHLIGHT and the Bulletin was brought up. The election results were:

Joseph Haun - President
 Merrill Timmons - Vice President or President Elect.
 Elizabeth Golding - Treasurer
 C. R. Benjamin - N. Building
 Reynold G. Dahms - N. Building (2 yr. term)
 Mildred Gorham - N. Wing, Administration Bldg.
 Halleen G. Lane - Main Administration (1 yr. term)
 Patrick Loyd - S. Wing, Administration Bldg.
 Jack Kinner - West Bldg. (2nd of 2 year term)
 Dorothy Stinnet - Greenhouse Ranges
 John W. Brown - Soils Bldg.
 Loring Benedict - South Bldg.
 Felix Juska - South Bldg.

The meeting was adjourned at 10:22 a.m.

Meeting of Governing Board - PISEA
March 25, 1964

The regular bimonthly meeting of the Governing Board of PISEA was called to order by the President at 12:05 p.m., March 25, 1964.

Present were:

Lila Crawley
Donald E. Weidhass (for R. G. Dahms)
Dorothy Davis
Edwin L. Cox
Patrick V. Loyd
Dorothy Stinnett
Harry Kunishi (for J. Brown)
Michael F. Combs (for Marie Precht - who attended last part of meeting)
Jack A. Kinner
Mildred Gorham
Elizabeth Golding
Gordon W. Schmidt
Merrill S. Timmins, Jr.
C. R. Benjamin
L. I. Benedict
Marie Precht

Dr. Haun presented background information on the organization, including history, purpose, scope and relation to other groups. Copies of the bylaws were distributed to each member of the Governing Board.

The treasurer did not have a formal report but estimated that there was somewhat more than \$4,000 in the checking account and \$3,000 in a savings account. A detailed report will be presented at the next meeting.

Deals were discussed and the suggestion was voiced by several members that more careful screening should be made of the items to be handled. We should handle only the items that provide some unusual advantage to the members and only those which can be ordered and delivered largely by Dr. McCracken. Mrs. Precht mentioned that she had been asked to try to get the spray-type of perfume. A lot of her members wanted these for Christmas gifts.

Appointments of committee chairmen were discussed. The following appointments have been established:

Property - L. I. Benedict
Dance - Mildred Gorham
Welfare - Jack A. Kinner
Recreational Activities - Hallean G. Lane
Editor - Dorothy W. Davis
Asst. Editor - Lila R. Crawley
Secretary - Alta Lee Stearns
Representative to ARCEA - Merrill S. Timmins, Jr.

Dr. Cox suggested that Recreational Activities committee should include items such as music, drama, etc. It was mentioned that James Robertson has agreed to work on another hobby show this year. He also suggested getting the Ft. Meade band to put on the Christmas program. They can provide a good program and are glad to have engagements in this area around Christmas.

Dr. Cox suggested holding a meeting of contact people to inform them of the purpose of the organization and their duties. Each one could be given a copy of the bylaws.

Meeting times for the Governing Board were discussed. The time will be 12:00 noon on the third Wednesday of each month. Half of the meetings will be considered regular bimonthly meetings called for in Bylaws and others will be special meetings.

Gordon Schmidt will look for persons interested in softball and other sports. It was suggested that \$1.00 or more dues be charged to persons that were interested in athletics in order to insure their interest.

Dan Boherer sent word by Dr. Cox that a bulletin board similar to the one at NIH, Building 31, would be nice for the Administration building. (Such a board is used for persons needing transportation, housing, articles to buy and sale, etc.).

CC were sent to:

Dr. McCracken

Merrill Timmons

Dr. Cox

Miss Holding

PLANT INDUSTRY STATION EMPLOYEES ASSOCIATION
Minutes of the Governing Board Meeting

The meeting of the PISEA Governing Board was called to order at 12 p.m., Wednesday, April 15, 1964, in the Conference Room, 4th Floor, North Bldg., by the president, Dr. J. R. Haun. Those present were:

C. R. Benjamin	Dorothy Davis
L. I. Benedict	Halleen Lane
Lila Crawley	Mildred Gorham
Estella Hanson (for R. G. Dahms)	M. S. Timmons
G. W. Schmidt	Maire Prechtel
J. A. Kinner	E. L. Cox

Dr. Haun briefly discussed a meeting of the Activities Committee of the Welfare & Recreation Association that he and Dr. Cox had attended earlier. Since the Activities Committee has started the project of selecting a USDA Queen each of the member organizations will be expected to select a contestant. Therefore, it was suggested to Mrs. Gorham, Dance Committee Chairman, that she might want to consider this project for the forthcoming Fall Dance. It was mentioned that Eunice Hoover and Dorothy Earnest had provided much help in previous years in the program for selection of a queen.

Miss Golding, Treasurer, was unable to attend this meeting, but will have a written report to present at the next one.

For those members not present at the last meeting, Dr. Haun gave an outline of the various functions of each committee. During the discussion that followed, Miss Lila Crawley suggested that perhaps some nearby high school dramatic club would be willing to put on a Christmas program. It was also mentioned that the Fort Meade Band would be another fine possibility for the musical addition of our Christmas program.

Gordon Schmidt was appointed Athletic Chairman. It was mentioned that Mr. H. Williams had agreed to help organize a noontime volley ball activity.

The subject of deals was discussed at length. It was emphasized that the committee chairman responsible for deals should not be obliged to spend an excessive amount of time on this activity. In view of the fact that Dr. McCracken is available for assistance on this work, we should utilize his services whenever possible. Items which cannot be distributed conveniently at the Plant Industry Station by the Deals Chairman and/or Dr. McCracken may be picked up at the Log Lodge. It will be the responsibility of the Deals Chairman to expedite deliveries at the Plant Industry Station whenever possible in collaboration with Dr. McCracken. The arrangements and notices pertaining to deals are now being taken care of by Dr. McCracken.

Gordon Schmidt reported a complaint from one of his contact representatives that the vending machine of the Soils Building had a very poor selection. Several other similar complaints were also mentioned. Dr. Haun will check on this with Mr. Grover's office, responsible for vending machines.

Last year, Dr. Mark Cathey placed some plants at our cafeteria and designed plans for a plant stand which has not been constructed as yet. This would make a better display of the plants and possibly improve their maintenance operations. Mr. Timmons agreed to find out whether someone on the station would make the stand.

Dr. Benedict, Property Chairman, agreed to study the possibilities for purchasing and installing a tuner for the cafeteria.

It was requested that all committee chairmen prepare reports of their activities for the next meeting.

The meeting adjourned at 1 p.m.

Plant Industry Station Employees Ass'n

BELTSVILLE, MARYLAND Minutes of the Governing Board Meeting

The meeting of the PISEA Governing Board was called to order at 12 noon, Wednesday, May 20, 1964, in the conference room, 4th floor, North Bldg., by the president, Dr. J. R. Haun. Those present were:

Earl C. McCracken
L. I. Benedict
Lila Crawley
R. G. Dahms
Patrick V. Loyd
Jack A. Kinner
E. E. Golding

Dorothy Davis
Dorothy Stinnett
Hallean Lane
Mildred Gorham
John W. Brown
Merrill S. Timmins, Jr.
Marie Prechtl

Dr. McCracken indicated that in the past the bowling league and duplicate bridge trophies had been purchased by PISEA and ARCEA funds with each organization paying half the cost. It was agreed that PISEA pay their share of \$15.00.

Dr. McCracken discussed a new insurance plan, offered by the Insurance Company of North America, that could be sponsored by PISEA, ARCEA, and the Federal Center Building Employees. He said that ARCEA has already voted to go ahead with this plan. After discussion, a motion was made and seconded that this insurance plan be accepted if Dr. McCracken gets concurrence from the Federal Center Building Employees Association. The motion carried. In summation, Dr. McCracken pointed out that this insurance plan could not realize any profit for the associations involved. It would represent an inducement for new members.

The Treasurer, Elizabeth Golding, circulated copies of the treasurer's report for the period February 24 to May 20 for discussion.

The president appointed two new committee chairmen. They are Dr. Reynold G. Dahms, Membership, and Dr. John W. Brown, Deals and Discounts.

The following reports were made by various committee chairmen:

Hallean Lane, Recreation Chairman, said that some progress had been made on the Christmas program in connection with getting the Fort Meade Band.

Mildred Gorham, Dance Committee Chairman, reported that several people had agreed to work with her to plan the Fall Dance. Eunice Hoover had agreed to handle the beauty contest details.

Gordon Schmidt, Athletic Chairman, was unable to attend the meeting but Dr. Haun read his report. Arrangements have been made to organize a softball team comprised of players from the Plant Industry Station and the Research Center. A tentative schedule has been set up for this team to play another newly formed team from the Federal Center Building, and a team from downtown.

Jack Kinner, Welfare Committee Chairman, said that one get well card and one condolence card had been mailed to appropriate members. It was suggested that a notice be put in the BULLETIN reminding members and contact representatives that the Welfare Committee could function more effectively if the chairman, Jack Kinner, was informed when a card needed to be sent out.

Plant Industry Station Employees Ass'n

BELTSVILLE, MARYLAND

page 2 - Minutes of the Governing
Board Meeting; May 20, 1964

Mr. Loring Benedict, Property Chairman, discussed the advantages and disadvantages of having an FM Radio or an FM tuner in the cafeteria. It was agreed that Mr. Benedict would do some shopping around and also consult Dr. Cox about borrowing some of his equipment for a trial.

Mr. Timmins reported his investigations into building a planter at the cafeteria.

Dr. Haun reported that Mr. Grover's office was contacted regarding the poor selection of candy bars in the vending machines.

Mr. Timmons had attended the ARCEA Governing Board meeting and reported on the following items: The board:

1. voted to have a cot placed in the Research Center cafeteria,
2. is organizing a garden club; if approved, PISEA members would be included,
3. plans to install lock-type phone in the lodge log,
4. indicated that PISEA will realize 20% of magazine profits from an earlier subscription deal offer,
5. is compiling a list of all property available for use of employee members.

It was agreed that Mr. Benedict, Property Chairman, would compile a list of property available for Association members and where it is located. It was further agreed that this list appear in the BULLETIN semi-annually. Dr. Haun will also see about getting such a list of property available for Association members from the Activities Committee of the Recreation and Welfare Association.

Plant Industry Station Employees Ass'n

BELTSVILLE, MARYLAND

Minutes of the Governing Board Meeting

The meeting of the PISEA Governing Board was called to order at 12 noon, Wednesday, June 17, 1964, in the conference room, 4th floor, North Bldg., by the president, Dr. J. R. Haun. Those present were:

Mildred Gorham
Earl C. McCracken
C. R. Benjamin
Marie Prechtl
Hallean Lane
Merrill S. Timmins, Jr.

Mrs. Gorham, chairman of the dance committee, informed the board that she was in the process of contacting various establishments for a suitable place to hold the forthcoming fall dance. It was agreed that at the next meeting she would present a list of potential places to hold the dance, and the board could help in her decision of a location. It was agreed that a notice should be put in the July BULLETIN announcing the details of the beauty contest, that is held in conjunction with the dance, and that a ballot should be furnished to PISEA employees in order for them to submit a nomination for a contestant. Mrs. Gorham said that Iris Ballew will assist her with the beauty contest arrangements and Helen McDuffie with the publicity.

Dr. Haun told the board that Dan Bohrer had consented to act as transportation and housing representative again this year. It was agreed that a notice should be put in the July BULLETIN regarding this.

Dr. Haun said that a representative from the Chestnut Hills Branch Bank, of the National Bank of Laurel, had contacted him in regard to their opening an office in August in the new nearby Chestnut Hills Shopping Center, and he wanted to know if an ad could be put in our employee's paper to this effect. The board decided that for the convenience of employees a brief statement could be put in the BULLETIN at the appropriate time, but because of PISEA policy an ad could not appear.

Dr. McCracken reported that the details of the accident insurance plan were being formalized and that the information concerning this plan would be **available soon**.

Dr. McCracken said that Shady Grove flyers would be sent out shortly advising that discount tickets would be offered again this year. Employee members would realize a 15% discount on this deal and our organization 5%.

The book rental program will start soon. Dr. McCracken will bring books to the Plant Industry Station and pick them up on the day he is scheduled to be here. If borrowers wish to return them earlier than Dr. McCracken's visit, a location will be designated where the books can be left with the date marked so that unnecessary charges will be avoided. The books will be current best-sellers, first-run publications and special selections requested by members.

Mr. Timmins said that work was continuing on the planter for our cafeteria.

MINUTES OF PISEA GOVERNING BOARD MEETING

The meeting of the PISEA Governing Board was called to order at 12 Noon, Wednesday, July 15, 1964, in the Conference Room, 4th Floor, North Building by the Vice President, Mr. Merrill S. Timmins, Jr. Those present were:

Earl C. McCracken
L. I. Benedict
Mildred Gorham
Elizabeth Golding
John W. Brown

Edwin L. Cox
C. R. Benjamin
Halleen Lane
Lila Crawley
Dorothy Davis

Merrill S. Timmins, Jr.
Marie Precht

The minutes of the last meeting were accepted.

The Treasurer, Miss Golding, gave an oral report.

Mr. Timmins read a memorandum dated July 1, 1964, to J. R. Haun, President of PISEA from J. W. Brown, Deals and Discount Chairman. This memorandum was in regard to a recent questionnaire that was circulated to employees requesting opinions on the various deals and discounts being offered by PISEA. After the discussion, it was agreed that Dr. McCracken would photo-copy the appropriate AMs, which site approval for government employees' organizations and their activities, for possible use in drafting a letter for the signatures of several employees in high-departmental positions. It was felt that a letter of this nature should then appear in a conspicuous spot in the BULLETIN.

Mrs. Gorham, Chairman of the Dance Committee, presented the information she had obtained on: likely places to have the fall dance, dates available, and prices. Considering all of these facts, the Governing Board decided that Mrs. Gorham should make reservations for October 9 at the University Park Motel in College Park, Maryland. It was agreed that Mrs. Gorham should purchase a trophy to be given as a first prize to the winner of the beauty contest. She is to use her own discretion as to the cost and the association will pay for the expense involved.

Mr. J. W. Brown gave the Athletic report for Gordon Schmidt. A PISEA softball team has been organized with Pete Jones as representative. The sum of \$50 was recently given to the Athletic Chairman by the Association treasurer to buy softball equipment.

As concurred previously Mr. L. I. Benedict, Property Chairman, had compiled a list of property owned by the Association. This list, along with a statement of availability of the property will be printed in the next issue of the BULLETIN.

Dr. McCracken reported that the book rental library was now in operation.

The meeting adjourned at 1 P.M.

MINUTES OF THE GOVERNING BOARD
August 19, 1964

The meeting of the PISEA Governing Board was called to order at 12 Noon, Wednesday, August 19, 1964, in the conference room, 4th floor, North Bldg., by the Vice President, Mr. Merrill S. Timmins, Jr. Those present were:

Merrill S. Timmins, Jr.
John W. Brown
Paul L. Lentz for Chester Benjamin
Gordon W. Schmidt

Earl C. McCracken
Mildred Gorham
Halleen Lane
R. G. Dahms

The minutes of the last meeting were accepted.

Mrs. Gorham, Chairman of the dance committee, said that plans were being finalized for the Fall Dance and that her committee had been receiving nominations for the newly announced beauty contest.

From regulations on employees activities, chapter 44, title VIII, Dr. McCracken read pertinent sentences regarding employee organizations and activities, and also provided each member present with a typed sheet on these regulations. It was the consensus of the board that employee organizations and activities were held in favor by the Department.

Dr. McCracken told us of a deal made by a representative from the Encyclopaedia Britannica book firm that would offer association members the opportunity to purchase these books at a very reasonable price and also offer several attractive options. After the discussion, a motion was made and carried that we accept this plan as another deal for association members.

Mr. Gordon Schmidt, Athletic Chairman, reported that seven softball teams had been organized, and were entering the second half of their scheduled games. Mr. Schmidt said there was a keen interest among softball players and others to continue work-outs during the winter months. Also, it had been brought to his attention that possible school gyms could be utilized for basketball practice and other indoor sports by individuals who were represented by an organization. It was agreed by the board that Mr. Schmidt should telephone the county superintendent of schools to ascertain the name of the person to contact for the use of a nearby public school gym and then write a follow-up confirmation letter.

Mr. Timmins had attended the last meeting of the Welfare and Recreation Activities committee. He reported that one of the deals now being studied by this committee is the delivery of vitamins, non-prescription and prescription medicines at discount prices. Negotiations would be with Group Health who now deliver such items to their members within a 24-hour period after they are called. If a favorable plan is worked out and accepted by the Washington organization, it is highly possible that Beltsville organizations could also be included.

The Vice President appointed two new representatives to fill out recently vacated offices. They are: Mrs. Marie Murphy, Shops, Councilor; and Daniel F. Champion, Soils Bldg., 3rd Floor as Contact Representative.

The meeting adjourned at 1 P.M.

MINUTES OF THE GOVERNING BOARD

September 16, 1964

The meeting of the PISEA Governing Board was called to order at 12 Noon, Wednesday, September 16, 1964, by the President, Dr. J. R. Haun. Those present were:

Mildred Gorham
Loring Benedict
Earl C. McCracken
Partick Loyd
H. M. Kunishi (for J. W. Brown)
Miriam D. Beckner (for C. R. Benjamin)

Marie V. Murphy
Donald E. Weidhass (for R. G. Dahms)
Gordon W. Schmidt
Marie Prechtel
Halleen Lane

Dr. Haun introduced Mrs. Marie Murphy newly appointed councilor representing Shops, who was appointed to fill out the unexpired term of Dorothy Stinnett who recently resigned.

Mrs. Gorham, Dance Committee Chairman, reported that 14 girls had been registered to participate in the beauty contest. Mrs. Gorham asked Dr. Haun to consider being Master of Cermonies at the forthcoming dance and he agreed to do so.

Mr. Benedict, Property Chairman, said it was called to his attention that one of the picnic tables was in need of another coat of paint. He informed the Board that \$1.44 had been spent for a can of redwood paint to redo the table; Marie Prechtel, volunteer helper, had accomplished this job. Mr. Benedict pointed out that the painting chore of these tables had always been done by volunteer help.

After discussion, it was decided that Mr. Benedict should contact a FM radio and tuner appliance dealer for the purpose of getting an estimate of the cost and feasibility of installing this type of equipment in the Plant Industry Station cafeteria.

Dr. McCracken said that 28 employees from the Plant Industry Station had signed up for policies with the Insurance Company of North America. Reporting on the other deals Dr. McCracken said: there will be a few weeks delay on the arrival date of the bulbs from Holland; Antifreeze-motor oil flyers have just been sent out; There are a limited number of tins of nuts and candy on sale at the Log Lodge; The fertilizer and grass seed deal was undesirable in several respects and will not be repeated; In another few months a birdseed deal will be offered. This seed is lower in cost than most birdseed on the market at the present time, and a portion of it was tested at the Research Center Seed Lab and found to be of high quality.

Gordon Schmidt, Athletic Chairman, reported that the softball season had ended and that \$30 had been spent for equipment.

Dr. Haun announced that a camping club had recently been organized and wished to ask for recognition of PISEA. The club is called the USDA Camping Club and has 33 members representing various agencies in the surrounding area of the USDA. A motion was made and carried that the camping club known as USDA Camping Club be given recognition by PISEA.

The meeting adjourned at 1 P.M.

MINUTES OF THE PISEA GOVERNING BOARD
October 21, 1964

The meeting of the PISEA Governing Board was called to order at 12 Noon, Wednesday, October 21, 1964, by the president, Dr. J. R. Haun. Those present were:

Mildred Gorham
Earl C. McCracken
Gordon W. Schmidt
R. G. Dahms

Marie Prechtl
Merrill S. Timmins, Jr.
Hallean Lane
James Robertson
C. R. Benjamin

Dr. Haun informed the Board that he would be leaving the USDA, effective October 23, to go into private industry. The vacancy created by Dr. Haun's resignation will be assumed by the Vice President, Mr. Merrill S. Timmins, Jr.

Hallean Lane, Recreational Activities Chairman, said that six individuals responded to the notice in the last BULLETIN regarding organizing a philatelic club. It was agreed that Dr. McCracken would see that a similar notice is put in the next issue of the ARC LIGHT; any interested responses will be turned over to Mrs. Lane and she will take care of informing the appropriate persons.

Mrs. Lane said that Mr. Robertson had accompanied her to the meeting today to answer any questions that may arise on the Association's Christmas program. Mr. Robertson was in charge of the program last year and has consented to help on the one for this season. He told us that because of some new army regulations the army band at Fort Meade will be unable to perform at the Association Christmas program as previously planned. A discussion was held on the sum to be appropriated for the Christmas program and following this discussion a motion was made and carried that Mr. Robertson should be allotted \$150.00 for the Christmas program. It was understood through further discussion that the initial allotment of \$150.00 could be increased if Mr. Robertson's expenses for the program exceeded this amount. Through Mr. Robertson's suggestion, Mrs. Lane will form the PISEA Christmas committee by contacting the five divisions for three members each and AMS for one.

Mrs. Gorham, Dance Committee Chairman, presented an itemized report of the October 9 Fall Dance which showed a profit of \$27.99. A bill for paper costing .93¢ had come in too late to be included on this current report. It was agreed that Mrs. Gorham's dance committee report should appear in the next BULLETIN.

Mrs. Gorham said that Miss Donna Malaspina won the title of Miss Beltsville, USDA and was eligible and interested in participating in the beauty contest to be sponsored by the Welfare and Recreational Association on November 7. In this regard, Dr. McCracken will attend a meeting of this Association, October 22. Dr. McCracken will then report to Mr. Timmins about the entry fee for PISEA beauty contestant, and general information about the dance such as whether or not refreshments will be free and the name of the orchestra. Mr. Timmins will wait for this information before distributing PISEA's share of the tickets.

Dr. McCracken said that he is still working on the Encyclopadia Britannica deal. He thought it was of interest to mention that ten thousand dollars worth of pecans was sold on the last offer.

Mr. Gordon Schmidt, Athletic Chairman, said that he did not have any committee report. However, he thought that as a safety precaution he would mention that the sidewalk, located diagonally from the soils building to the cafeteria, had a hazardous 50-foot drop. Since Mr. Timmins is a safety officer, he said that he would see that something was done about this condition.

A motion was made and carried to contribute \$10.00 to the Agricultural Symphony orchestra. The meeting adjourned at 1 P.M.

MINUTES OF THE PISEA GOVERNING BOARD - Nov. 18, 1964

The meeting of the PISEA Governing Board was called to order at 12 Noon, Wednesday, November 18, 1964, by the President, Mr. Merrill S. Timmins, Jr. Those present were:

Marie Prechtl
Earl C. McCracken

E. L. Cox

Loring Benedict

Miriam Beckner (for C. R. Benjamin)

Halleen Lane

Mildred Gorham

John W. Brown

Merrill S. Timmins, Jr.

Mr. Timmins informed the Board of the following: 1) Dr. Chester R. Benjamin has been appointed Vice President 2) the unsafe condition by the Soils Building, mentioned by Gordon Schmidt at the last meeting, has been corrected; 3) a memorandum from Doris Wray stating that Dr. F. Juska's Alternate, Dr. K. W. Kreitlow, is resigning this position and that she would assume the Councilor duties for Dr. Juska; 4) a letter was received from the Agricultural Symphony orchestra association thanking our association for the recent donation of \$10; 5) PISEA's master accident insurance number is 6128; 6) ten tickets were sold to PISEA members for the Welfare and Recreational dance that was held November 7; 7) investigation revealed that the telephone in the cafeteria does not operate because of the lack of a lead-in cable. The telephone man in charge was requested to get the necessary approval for the installation of the cable.

Mr. Lane, Recreational Chairman, said that the Plant Industry Station Christmas program is scheduled for Friday, December 18, at 2:30 P.M. in the auditorium and the Washington State College will put on the program. A contribution of \$75 will be given to this College for their efforts. A clock radio has been purchased and will be given as a door prize. Mr. Lane will contact Mr. J. C. Noggle in regard to being the Master of Ceremonies. The date of the judging for Christmas door decorations is Wednesday, December 16, after lunch. Details of the Christmas program and door decorations will be sent out on flyers and also appear in the December issue of the BULLETIN.

Mr. Benedict, Property Chairman, said that one request had come to him for the use of a Santa Claus suit.

Reporting on Deals and Discounts, Dr. McCracken said that employees were still taking advantage of the accident insurance offer; from 70-75 people have shown interest in getting the Encyclopaedia Britannica books; since response has not been favorable from various drug contacts this deal may not be started; Russell Stover Candy Company will have several new selections this year and flyers will be out in time for Christmas ordering; the cheese company where association orders were formally placed, has merged with a larger Wisconsin corporation and therefore negotiations are being worked out in regard to poundages and prices.

Mr. Timmins said that he had received a telephone call on November 4 from a member of the gun club asking for a donation of \$300. This would represent \$150 each from the Plant Industry Station and Research Center organizations. It was pointed out that the gun club had been given \$500 some time ago with the understanding that they would not approach the association for another donation for ten years. The thought was expressed that since the first donation of \$500 was made, perhaps ten years had elapsed. There was also some doubt as to whether or not families of association members could join the gun club. After the discussion, it was agreed that a donation of this magnitude should come from the gun club in writing. Mr. Timmins will so advise the gun club member who initiated the call.

Mr. Cox will attend the Welfare and Recreational association meeting on November 19. He said one of the items on the agenda for discussion would be the budget. Dr. Cox felt, as did all Board members present, that he should propose a monetary increase for Dr. McCracken. Mr. Cox also said that Mr. Cunningham of the Welfare and Recreational office hired a helper and it was possible that arrangements could be provided from this source to help Dr. McCracken with heavy delivery items.

Mr. Timmins asked that all Board members be thinking of ideas for an employee's summer picnic and at the next meeting plans will be discussed for this activity. Marie Precht was appointed as Picnic Chairman.

At 1 P.M. a motion was made and seconded that the meeting adjourn.

MINUTES OF THE PISEA GOVERNING BOARD - December 16, 1964

The meeting of the PISEA Governing Board was called to order at 12 Noon, Wednesday, December 16, 1964, by the President, Mr. Merrill S. Timmins, Jr. Those present were:

C. R. Benjamin
R. G. Dahms
Marie Precht
E. E. Golding,

L. I. Benedict
J. W. Brown
Dorothy Davis
Gordon W. Schmidt
Merrill S. Timmins, Jr.

The treasurer, Miss Golding, gave an oral report.

The president reminded all committee chairmen of their reports that will be due for the annual meeting in March 1965.

At this time, it seemed advisable to send the cafeteria microphone back to the factory for repairs. Mr. Benedict will take care of this matter. Mr. Benedict will also take care of having one of the picnic tables repaired.

Halleen Lane, Recreation and Activities Chairman, sent word that all plans for the Christmas program were going along as planned. Also, judging of the decorated Christmas doors will be as scheduled.

Mr. Timmins asked that Mrs. Precht contact Mrs. Marie Murphy about being chairman of the PISEA summer picnic tentatively planned for this summer.

Mrs. Ritter, in charge of the Plant Industry Station cafeteria, requested that the PISEA supply some Christmas phonograph records for this location, if possible. It was agreed that the secretary should purchase these records as soon as convenient.

The meeting adjourned at 1 P.M.

→ Mr. Timmins:

you and I don't hear the same things! you know she'd rather be asked to serve by the President than by me — I took you granted you'd ask her — Marie

Spoke with Marie Murphy - giving the thought to this.

MINUTES OF THE PISEA GOVERNING BOARD
January 27, 1965

The meeting of the PISEA Governing Board was called to order at 12 Noon, Wednesday, January 27, by the President, Mr. Merrill S. Timmins, Jr. Those present were:

Gordon Schmidt
C. R. Benjamin
R. G. Dahms
Mildred Gorham
Loring Benedict

Doris Wray
John W. Brown
M. S. Timmins, Jr.
Marie Prechtl

Mr. Timmins read a letter from Mr. C. A. Logan, Director, Division of Operations, Agr. Res. Center, expressing his sincere approval of the PISEA, Dec. 18, 1964, Christmans program. Mr. Timmins congratulated Mrs. Lane, Recreational Chairman, on the fine work she executed in coordinating this program.

It was agreed that the Contact Representative for New Crops Res. Branch, North Bldg., should be asked to send PISEA members of the Glenn Dale station informational flyers on deals and other material that is distributed to members. Dr. Dahms said that ten membership tickets had been sent to the station.

Mr. Benedict said that the crystal had dehydrated in the cafeteria microphone and the estimated repair bill would be \$9.94. Mr. Benedict said that a Santa Claus mask and wig had been purchased by Mrs. Cogar, who had borrowed it for a Forage & Range Res. Branch Christmas party. The price was \$4.50 and it was agreed that PISEA should pay this cost. It was also agreed, through Mr. Benedict's suggestion, that the Santa Claus suit be dry cleaned.

Mr. Timmins stressed to Committee Chairmen the importance of having the annual reports ready by February 17. A discussion was held on possible candidates for the PISEA election in March 1965 and for appointments of Councilors and Contact Representatives. Mr. Timmins said he had approached Mr. James Robertson about being Nominating Chairman.

Mr. Timmins said he had been given several complimentary tickets for the next Agricultural Symphony, and wished to pass them out to interested PISEA Board members. It was believed that these tickets were given to Mr. Timmins because of the Board's recent \$10.00 donation. Because of prior commitments of most of the Board members, only two members were able to accept tickets.

The meeting adjourned at 12:40 P.M.

MINUTES OF THE PISEA GOVERNING BOARD
February 17, 1965

The meeting of the PISEA Governing Board was called to order at 12 Noon, Wednesday, February 17, 1965, in the conference room, 4th Floor, North Bldg., by the president, Mr. Merrill S. Timmins, Jr. Those present were:

Mildred Gorham
Hallean Lane
Dorothy Davis
E. E. Golding
E. L. Cox
Doris Wray

J. W. Brown
Estella Hanson - for Dr. R. A. Dahms
Earl C. McCracken
L. I. Benedict
Gordon W. Schmidt
Miriam Beckner - for Dr. C. R. Benjamin

Miss Golding, treasurer, gave an oral report. Mr. Timmins said that when convenient, Miss Golding could call Mr. Fred Plantholt and arrange to have the books audited.

The Board voted to give a \$5.00 cash door prize at the annual meeting to be held in the auditorium March 3. Dorothy Davis agreed to see that detailed information regarding this meeting appear in the current BULLETIN.

Francis Lowe was one of the eight individuals interested in starting a Stamp Club. It was agreed that Hallean Lane contact Mrs. Lowe about organizing this club.

Dr. McCracken said that a term insurance was being considered as a deal.

Dr. Cox reminded the Board of the money being held from the defunct photographic club. Also, he said the money could only be used as a prize(s) for photographic achievement in a hobby show or similar affair. After discussion, it was agreed to have a Spring Fair featuring employee's photographs and paintings. Mr. Timmins will contact Mr. W. Riess about being chairman.

There being no further business, the meeting adjourned at 1:35 P.M.

USDA-ARS
AGRICULTURAL ENGINEERING
RESEARCH BRANCH

FEB 24 4 15 PM 1965

MAIL & FILES

Plant Industry Station Employees Ass'n

BELTSVILLE, MARYLAND

Monthly Meeting of Governing Board

March 17, 1965

Those in attendance were:

Mildred Gorham
Reynold Dahms
D. C. Nearpass
Earl C. McCracken
Doris Wray
Bill Riess

Michael Combs
Hazel Reagle
Claudette Haack
Jim Koch
Marlene Evans
Dorothy Davis

Minutes were read of the Annual Meeting of March 3, 1965. The only correction made was the name of the Motel where the dance was held.

Introduction of members was made.

Dr. McCracken stated that he needed a replacement for the Deals and Discounts at Plant Industry Station. Mr. Timmins appointed John Ambler to be in charge of Deals and Discounts for the Station. He is taking Jim Brown's place.

Bill Riess is chairman of May Art Show. This art show will include photography, painting in oils or water colors, and sketches. No more than 3 entries per person. There will be ⁵ cash awards. It will be open to families of the members. The show will take place in the latter part of May. Date still unsettled. The auditorium at Plant Industry was discussed as the best place to conduct the show.

Mr. Timmins stated that he has received information from most of the councilors about their contact representatives. Would like the rest of the information as soon as possible in order to compile a directory. A copy of the directory will be sent to each councilor.

Dr. McCracken said that he would send the flyers directly to the Associate members if the councilors would give him a list of their names.

Audit was made of the books in February 1965. Mr. Plantholt said that everything seemed to be in order. A further check is being made. Mr. Koch, Treasurer, took over in March 1965.

The Fall Dance was discussed. Mrs. Gorchman will be chairman again this Fall. She said that she would like to have more money to spend on the dance this year. She also said that she would have to start early to find a larger room. Everything is booked so far in advance that it is hard to find one. The exact date was undecided until Mr. Timmins checked further about the Miss USDA contest downtown. It probably will be in October sometime.

Mr. Nearpass was appointed chairman of the Athletic Committee.

The By-Laws will be rewritten by Dr. Cox, Vice-President, if need be.

Meeting adjourned at 12:50 p.m.

Respectively submitted,

Janet F. Baker

Plant Industry Station Employees Association
Monthly Meeting of the Governing Board
April 21, 1965

Those in attendance were:

Dorothy Davis
Mildred Gorham
Michael Combs
Marvin J. Payne
Loring Benedict

Doris Wray
Claudette Haack
James Robertson
Merrill S. Timmons

The meeting was called to order at 12:00 Noon.

Minutes were read of last month's meeting.

A correction was made about the award for the Art Show. There is to be only one cash award. There were no other additions or deletions.

Mr. Timmons offered extra copies of the PISEA Directory to anyone who needs them.

Discussion concentrated on the May Art Show. Categories and prizes were the main topic. The Art Show will be held on May 26. Entries must be in by May 24. Publicity will be in the Bulletin and flyers will be distributed for each building. The Contact Representatives will be asked to help at the show. It was suggested that each club be represented by a display. Bill Riess will contact the head of each club. Lynn Myers will line up the judges.

Bulletin boards were discussed in regard to posting notices about the activities of the Association.

Mrs. Ritter of the Cafeteria had been promised a radio some time ago for use in the Cafeteria. It was brought up that the reception in this location is not too good. The record player in the cafeteria is broken. Mr. Benedict is going to pick it up and have it repaired.

Plans for the PISEA Picnic were dropped.

The Meeting was adjourned at 12:50 p.m.

Plant Industry Station Employees Association
Monthly Meeting of the Governing Board
May 19, 1965

The meeting was called to order by Dr. Cox at 12:05 p.m. Dr Cox was acting in the absence of Mr. Timmins.

Those in attendance were:

Edwin L. Cox
Mary A. Nuckles
Marvin L. Payne
James Koch
Earl McCracken
D.C. Nearpass

Mildred Gorham
Donald E. Weidhass
Claudette Haack
Henrietta Prichard
Loring I. Benedict

The minutes of the previous meeting were read by Dr. Cox.

The first item of business was the May 26th Art Show. Mrs. Haack said she has looked into the cost of refreshments and she expects it will be about \$45.00. This item was discussed, and it was not known if a budget had been set up for the show. A motion was made and seconded and carried to provide funds for suitable refreshments for the show. It was made clear that only employees of the station are eligible.

The treasurer's report was given by the treasurer, Jim Koch. There was a discussion about the possibility of separating the funds into two or three groups such as the dues and deals. This was said to be not too satisfactory as it required a lot more bookkeeping, but the decision was left up to Mr. Koch.

The subject of "Meetings" were discussed. When to have a special meeting or not. Dr. Cox said the By-Laws say that Meetings will be held every other month, but we have been holding monthly meetings for the last three years. It was decided to consider a revision of the By-Laws.

Mr. Koch discussed the "Bulletin". Lateness of distribution was a major complaint. Whether the cost was high to print it also was discussed. There was more discussion on the possibility of combining sheets of mutual interest with the "ArcLight". More discussion on the expense of publishing the Bulletin. Dr. Cox said he hoped to see the money allocated by the Welfare budget continued.

Mrs. Gorham gave her report on the Dance Committee. They have put a \$50.00 deposit on the "Antler Room" at Dematha High School. The Dance will be held from 9:00 p.m. until 1:00 a.m., October 9, 1965. The cost of rental for the room is \$150.00 plus \$.75 a person for setups. Mrs. Gorham said she still needs a Chairman for the Beauty Contest. The idea of a Chairman from the Research was discussed as it was thought this may stimulate more interest in the Dance from this group.

The Membership Committee report was; members 649, associate members 11, total 660 members.

Distribution of the "Ag Reporter" was discussed. There were several complaints that they were not receiving enough copies. Dr. Cox said he would look into it.

Dr. McCracken discussed Bridge Club and Bowling trophies, and the cost of them. Since there has been so much controversy over the selection of these he said maybe it would be better to give them the money to buy their own, according to their choice. It was decided to split this fee in half between the PISEA and the ARCEA.

A motion was made, seconded and carried that we only pay for last year and this year and then make a study of the Bowling League before contributing any more trophies in the future.

A motion was made, seconded and carried that we recognize and sponser the newly formed Stamp Collectors Club, and that we welcome them.

The meeting was adjourned at 1:12 p.m.

Respectfully submitted,

John P. Baker, Secretary

Plant Industry Station Employees Ass'n

BELTSVILLE, MARYLAND

Governing Board Meeting
July 21, 1965

The meeting was called to order at 12:05 p.m.

Attendance: E. J. Koch	Chester Parsons
E. L. Cox	Leona Knepp
Earl McCracken	Merrill S. Timmins
Marvin Payne	Janet Baker
Michael F. Combs	

Jim Koch, Treasurer, gave the following report:

Balance \$6,997.95

Expenses for the Month \$417.63

Nan Boyer is in charge of the ARCEA-PISEA Beauty Contest. The winner to be decided at our Fall Dance, October 9 in the Antler Room of DeMatha High School in Hyattsville.

Michael Combs was appointed Chairman of the Christmas Program. Mr. Timmins said that James Robertson and David Goodman would be willing to cooperate with Combs in making the Christmas Program a success. It was decided that local talent such as employees and members of their families be used in the program.

Mr. Parsons, Athletic Chairman, said that Mr. Kunishi is in charge of the softball team. Fifty dollars worth of softball equipment was bought for the team. There are eight teams in the softball league: one at PIS, four at ARC and three at FC. Scores are reported to Dr. McCracken.

Mr. Parsons is also working with officials trying to get a golf course organized. Constitution and By-Laws have to be set up. He hopes that the two Associations ARCEA and PISEA can work with the Golf Committee.

Dr. Cox, Vice-President, attended the Welfare and Recreation Association meeting in Washington, D. C. and announced that the USDA dance is to be at the Naval Gun Factory in Alexandria, Virginia.

Consideration for emergency loans are given after employee has consulted with Thurman Boyd, Agricultural Research Center. He is responsible for loans through Welfare and Recreation Association. These loans are primarily for belated pay checks.

Mr. Timmins, consulted with Dr. Cox, and Dr. McCracken about editorship of the Bulletin.

Concert next Tuesday, July 27, in the USDA Auditorium in Washington, D. C.

Meeting adjourned at 12:54.

Respectively submitted,

Janet F. Baker

Janet F. Baker, Secretary

Timmins

MINUTES OF PISEA GOVERNING BOARD
August 18, 1965

Meeting was called to order at 12:00 Noon.

The meeting was attended by the following:

Mildred Gorham	E. James Koch
Leona Knepp	Michael Combs
Loring Benedict	Merrill S. Timmins
Earl McCracken	Janet F. Baker
Edwin Cox	

The minutes of the July meeting were read and the only correction to be made was that the Agricultural dance at the Naval Gun Factory is in Washington, D. C. and not Alexandria, Va.

Mr. Koch, Treasurer, stated that there was \$8,069.00 in the treasury. Expenses: Welfare & Recreation \$200; Bulb sale, \$900; and Square Dance Club, \$78.

Mrs. Gorham, Chairman of the Dance Committee, reported that the ballots were in the Archlight and would soon be in the Bulletin for PIS. A problem concerning the wearing of a wig by one of the contestants was discussed. No objections to a wig. Mr. Timmins said he would check with USDA Committee about the wig and will let Mrs. Gorham know.

The orchestra will be \$25 cheaper this year. Tickets will be printed at the same place they were last year. Mrs. Gorham wanted the board's approval to print extra tickets. The board had no objections. The cup for the winner will cost \$10.

Claudette Haack will do the publicity for the dance, posters, etc.

Mr. Benedict will report on the equipment of the baseball team at the end of the season. Record player at the cafeteria has to be picked up for repair.

Dr. McCracken reported that he has to get flyers ready for rose deal. The deal has a 60% reduction. No information on Insurance yet. He said that the PIS Bulletin will be distributed in a few days.

Michael Combs reported on the arrangements for the Christmas party. The auditorium has been reserved for December 21. There will be two trees. The entertainment will be either a skit or a film. Since nobody was interested in performing in the skit, the film was decided on as the entertainment. Mr. Combs will take shots and narrate film. He stated that he would need about \$58.00 worth of film. He will also have to rent a camera for \$10. He asked for a budget to work with. Everybody agreed and the budget was set at \$100 for the Christmas party.

The Divisions will have to participate in the filming of the sequences.

Discussed the idea that each Division would be responsible for the presentation of the Christmas Show in the future beginning with the year 1966.

Dr. Cox discussed new business: Monthly bills will be submitted in this way: 26.7% PIS; 46.7% Center; and 26.6% FC.

Lack of attendance at the monthly governing board meetings was discussed. Constitution and By Laws state that members who do not attend will be replaced. We understand vacations interrupt attendance but the alternates should attend when the councilor is absent.

Meeting adjourned at 12:50 p.m.

Respectively submitted,

Janet F. Baker
Janet F. Baker

Plant Industry Station Employees Ass'n

BELTSVILLE, MARYLAND

MINUTES

PISEA GOVERNING BOARD MEETING

September 15, 1965

Those in attendance were:

Olga Sabo	Marvin J. Payne
Mildred Gorham	Chester S. Parsons
Earl McCracken	Estella Hanson
L. I. Benedict	Henrietta Pritchard
Doris R. Wray	Merrill S. Timmins
Michael F. Combs	Janet F. Baker

Although the minutes of August's meeting were not read at this meeting they were accepted.

Since Mr. Koch could not be present there was no Treasurer's report.

Mrs. Gorham reported on the dance committee. There are 11 contestants for Miss Beltsville to be presented at the Fall Dance on October 9, 1965. The committee needs one more judge since they already have two judges lined up. Pictures of the contestants were taken at the Photo Lab at PIS. Mr. Riess will take pictures of the contestants and the winner at the Dance. On September 16 there will be a meeting of the contestants. Mrs. Nan Boyer will submit the contestant's name who wins Miss Beltsville to the USDA Committee for the Agriculture Dance to select Miss Agriculture.

Each building will have a contact person from whom they may purchase tickets to the dance.

Dr. McCracken said that the bulletin will be ready by the end of this week. There was a price mistake made on the rose deal. He asked if there were no objections he would call and cancel the deal. He was told to cancel the deal. He said that the final scores of the softball teams were unavailable at the present.

Mrs. Hanson gave Dr. Dahms' report that there are 669 members and 13 associate members as of this date.

Mr. Benedict, Property Chairman, picked up the record player for repair. The arm does not operate properly. He said that they are hoping to get a FM radio for the cafeteria.

Mr. Parsons, Athletic Chairman, said that Mr. Kunishi wanted to express appreciation to members for new equipment for the softball team. Athletic equipment will be turned over to Mr. Benedict so he knows where it is. In the matter of trophies the baseball team said that they would rather have the equipment than the trophies.

Bowling season has started. Members are needed. Get in touch with the Bowling League presidents or have them contact us or Dr. McCracken.

Plant Industry Station Employees Ass'n
BELTSVILLE, MARYLAND

-2-

Minutes of the September meeting continued:

Mr. Payne brought up the question on what is the purpose of the different color flyers that are sent to the councilors with each new deal. Dr. McCracken explained the use of the different colored forms.

Mr. Combs, Chairman of the Christmas Program, reported that a new date has been set, December 16, 1965. The High Point Summit Singers have been contacted and they are available. The filming of the different sequences will cost a little more than anticipated. There has been \$80 spent to date with an additional \$50 needed for door decoration prizes of \$15, \$10, and \$5. Additional film is also needed plus developing.

In the November issue of the Bulletin publicity will appear for the Christmas Program. Circulars will be distributed in early December or they could be attached to the November Bulletin.

Letter of invitation will be written by Mr. Timmins to the officials of USDA for attendance at the Christmas show.

Dr. McCracken said that he has been sending 30 extra copies of the Arclight to the FCB and asked if 30 copies of our Bulletin could be sent also. Everybody agreed that this is a good way to keep in touch. Mr. Timmins stressed that circulating literature is a very vital part of communication.

Dr. McCracken also wants to set up a system that all the classified adds can be exchanged among papers.

Mrs. Gorham wanted to know if FCB would permit posters in their elevators. Mr. Timmins said that they did not. Mr. Timmins suggested that they hand them over to Dr. McCracken and that he would distribute them to the FCB.

Another poster will be out on the Fall Dance with a map by September 23, 1965.

Dr. McCracken also stated that he has heard nothing on the insurance.

Mr. Timmins read a letter about the taxation of the PISEA organization. Mr. Koch wrote the letter to the Tax Assessment Division of the State of Maryland.

Meeting adjourned at 12:49 p.m.

Timmins

Plant Industry Station Employees Ass'n

BELTSVILLE, MARYLAND

PISEA Governing Board Meeting

October 20, 1965

The meeting took place in the North Building, 4th floor Conference Room at Plant Industry Station. The meeting commenced at 12:06 p.m. Those in attendance were:

Mildred Gorham	E. L. Cox
Loring Benedict	Henrietta Pritchard
Marvin Payne	Michael Combs
Doris Wray	C. S. Parsons
R. G. Dahms	M. S. Timmins, Jr.
E. J. Koch	Janet F. Baker

Mr. Timmins asked if there was any objection in dispensing with the reading of the minutes from September's meeting. No objection was made and the minutes were accepted. Mr. Koch gave the Treasurer's Report: Total \$9,415.73. Bills were presented to Mr. Koch to be paid.

Dance Report: 160 tickets sold \$375 Total
491.78 Expenses

There were 33 free tickets given away. Approximately 195 people attended the dance. The winner of Miss Beltsville, Sara Gray was entered in the USDA Contest. Copy of Dance Report given to Mr. Timmins by Mildred Gorham.

A recommendation was made that Miss Beltsville participate in more activities of the Association.

Mr. Benedict, Property Chairman, reported that the record player had been repaired for \$6.00.

Dr. Dahms, Membership Chairman, reported that there are 669 members of PISEA which is 79% of Plant Industry Station employees.

Michael Combs, Chairman of the Christmas Program reported that a few more shots of film are needed. Filming and editing to be finished by middle of November. Mr. Combs thinks it is turning out very good.

Program will start at 2:00 p.m. instead of 2:30 p.m. to allow time for the Choraleers. The Choraleers are being reestablished.

The Christmas Door Prize Committee was organized.

Claudette Haack is doing publicity for the Christmas program and the Door Decorating contest.

Mr. Parsons, Athletic Chairman, sent a memo to Mr. Benedict, Property Chairman, on the softball equipment.

New Business:

Jim Koch said that PISEA has received \$200 from the Agricultural Symphony which has disbanded. Some people have suggested that the money be used for musical instruments for our future building. No objections were made to this suggestion.

Mr. Koch wants to start a Cultural Committee for Performing Arts. Would like to see a committee of ten. A meeting was called for November 3 for anybody interested in this type of activity.

Mr. Timmins brought up Mrs. Ritter's retirement. Asked Henrietta Pritchard to contact Ruth Fenwick and Cafeteria to find out about arrangements for a reception in Mrs. Ritter's honor. First have to clear these arrangements with Cafeteria Committee.

Dr. Cox brought up the subject of a nursery arrangement for working mothers. Mrs. Thrush, Nurse at Plant Industry Station, is very interested in this project. Health regulations have to be met and Mrs. Thrush is checking on the health regulations. Lack of space for this facility is the main problem.

Meeting adjourned at 12:58 p.m.

Respectfully submitted

Janet F. Baker

Janet F. Baker, Secretary

Timmins

Plant Industry Station Employees Ass'n

BELTSVILLE, MARYLAND

MINUTES OF THE GOVERNING BOARD MEETING

November 17, 1965

The meeting was held in the North Building, 4th Floor Conference room,
at 12:00 Noon. Those in attendance were:

Leona Knepp	E. James Koch
Loring Benedict	Hazel Reagle
Michael F. Combs	Mildred Rider
Edwin L. Cox	M. S. Timmins, Jr.
R. G. Dahms	Janet F. Baker

Mike Combs showed the board members a sneak preview of the film that will be shown at the Christmas Party, December 16, 1965. This film will run about 20 minutes.

Invitations to the dignitaries have been sent to attend our Christmas Party. The tentative speaker for the program is Dr. Irving. The budget for this year's Christmas Show will be \$170-180. The judging of the door-decorations will be on December 13. It has been stressed that the decorations are to be fire resistant so as not to be a hazard. They are to be hung in such manner so as not to deface Government property. The judges have been selected.

Combs will be the MC for the Christmas program. Dr. Cox recommended that the President of PISEA introduce the main speaker. Everybody agreed. It was also agreed that Dr. Cox would present the prizes for the Door Decorating Contest.

The programs, approximately 700, have to be printed by December 15.

Choraleers will end the program.

Mr. Koch gave the Treasurer's report. The report was accepted as read. Wanted to know if it is permissible to put money in the Credit Union as seen fit. Dr. Cox said that Executive Committee needed to be notified or alerted.

Dr. McCracken's retroactive pay was billed to PISEA. Welfare and Recreation Association failed to bill PISEA for full amount of salary since January 1, 1965. Motion was made to be paid. Motion seconded. The full amount (\$400.20) will be paid.

Plant Industry Station Employees Ass'n

Minutes of November 17, 1965 Meeting (continued)

-2-

Property - Tax assessment claims that the Association has \$210 worth of property. There is \$7.00 in taxes due. Mr. Koch wanted to know if we should pay the assessment or not? It was decided that Mr. Koch will contact the solicitor in Town and see whatever he says. If we are required to pay the bill, the Treasurer has been given the authority to do so.

Mrs. Pritchard was congratulated for Mrs. Ritter's successful retirement party.

Dr. Cox reported that the Miss USDA Contest-Dance had quite a sizeable crowd. The Welfare and Recreation Association will return to the Association any money that was left over.

The subject of the bulletin board notices was brought up. The date should be on personal items so that they can be removed from the board after one month.

Motion was made to buy records for the cafeteria. Motion was seconded. Mrs. Knepp was appointed to purchase the records for PISEA. The amount that will be spent is \$20.00

Meeting adjourned at 1:23 p.m.

Plant Industry Station Employees Ass'n

BELTSVILLE, MARYLAND

MINUTES

PISEA GOVERNING BOARD

The meeting was held on December 15 in the 4th Floor Conference Room of the North Building at 12 Noon. Those in attendance were:

Mildred Gorham	E. James Koch
Marvin Payne	Leona Knepp
Chet Parsons	Michael Combs
Doris Wray	M. S. Timmins, Jr.

Meeting opened with minutes of last meeting being accepted.

Our Treasurer, Jim Koch told us we leave \$16,311.58 in the Treasury to date but, of course, bills, etc., will bring balance down. Jim also told us he discussed the payment of assessment tax and found there was no way we could get out of paying it but going to court so we paid it. The cost was \$7.00.

The rubber stamp for checks was received by Mr. Koch which will make check writing much easier.

Records were purchased by Mrs. Knepp for the cafeteria at a total cost of \$19.88. She hopes there will be enough variety for everyone to enjoy.

We have 675 members in our employees association at this time.

Total expenditures to date for the Christmas program, which includes prizes, etc., is \$165.19. The prize money for door decorations will be given in cash. Michael Combs, Chairman of the Christmas program, told us everything is A-OK for 2:30 December 16, 1965.

We bid farewell to Marvin Payne as he is retiring at the end of this year. Mrs. Hazel H. Reagle has consented to serve out his term as councilor.

Mr. Timmins reminded us we will have to set up a nominating committee for officers next season. We should get a communication out to the Directors so we will know or be sure of councilors.

Mr. Timmins will get out letters for reports which must be turned in at the end of each year.

Meeting was adjourned at 12:46 p.m.

